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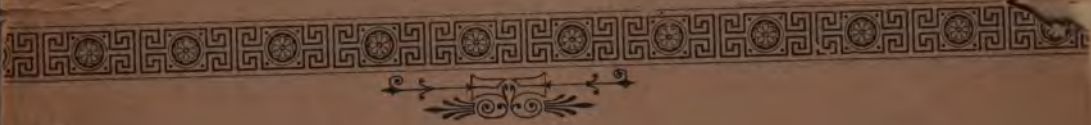
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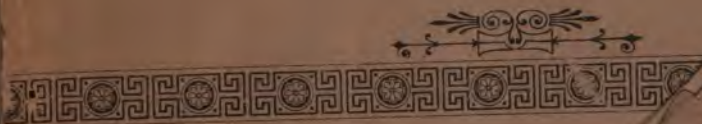
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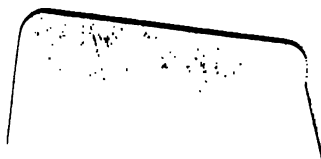


M A N U A L
OF THE
LOUISVILLE
SCHOOL BOARD,

FOR THE
YEAR ENDING JUNE 30, 1889.



LOUISVILLE:
F. A. CRUMP, PRINTER AND BINDER.
1888.



Louisville School Board.

OFFICERS.

CHAS. R. LONG President.
DR. M. K. ALLEN Vice-President.
WM. J. DAVIS, Secretary and Treasurer.
GEO. H. TINGLEY, J. Superintendent.
R. H. BLAIN Attorney.

MEMBERS.

FIRST WARD. **JOHN DRESCHER,** **2 years.**
Residence: Frankfort Avenue, near Blind School.
Place of Business: 227 Third.

CHARLES R. LONG, **1 year.**
Residence: 1437 East Broadway.
Place of Business: 1428 Washington st.

SECOND WARD. **G. GUTERMUTH,** **2 years.**
Residence: 817 East Walnut.
Place of Business:

JOHN HOERTZ, **2 years.**
Residence: 932 East Madison.
Place of Business: 932 East Madison.

THIRD WARD. **C. F. REILLY,** **2 years.**
Residence: 732 Franklin.
Place of Business: 500 W. Main.

DR. M. K. ALLEN, **1 year.**
Residence: 735 Washington.
Place of Business: 745 East Market.

FOURTH WARD. **P. R. ZABEL,** **2 years.**
Residence: Conrad.
Place of Business: 1641 Preston.

DR. F. C. LEBER, **1 year.**
Residence: 548 East Jefferson.
Place of Business: 550 East Jefferson.

FIFTH WARD. **DR. C. C. GODSHAW,** **2 years.**
Residence: 1122 Preston.
Place of Business: 1122 Preston.

R. TYLER, **1 year.**
Residence: 1022 Floyd.
Place of Business: 7 Kenyon Bldg., 216 Fifth.

SIXTH WARD.	L. BARKHOUSE,	2 years.
	Residence: 1243 Second.	
	Place of Business: 108 West Main.	
SEVENTH WARD.	R. C. DAVIS,	1 year.
	Residence: 1024 Second.	
	Place of Business: 543 Court Place.	
EIGHTH WARD.	G. H. COCHRAN,	2 years.
	Residence: 910 Fourth.	
	Place of Business: 131 West Main.	
NINTH WARD.	H. V. LOVING,	1 year.
	Residence: 1119 Fourth.	
	Place of Business: Fifth and Market.	
TENTH WARD.	JOHN STITES,	2 years.
	Residence: 527 West Breckinridge.	
	Place of Business: 210 Fifth.	
ELEVENTH WARD.	DR. J. F. CANINE,	1 year.
	Residence: 534 Fifth.	
	Place of Business: 534 Fifth.	
TWELFTH WARD.	J. A. VANDIVER,	2 years.
	Residence: 708 Lucas Place.	
	Place of Business: 119 Second.	
THIRTEENTH WARD.	THOS. P. WATTS,	1 year.
	Residence: 1120 Eighth.	
	Place of Business: 317 Fifth.	
FOURTEENTH WARD.	J. T. CRECELIUS,	1 year.
	Residence: 1149 West Market.	
	Place of Business: 1149 West Market.	
FIFTEENTH WARD.	J. B. DUNLAP,	1 year.
	Residence: 1305 West Jefferson.	
	Place of Business: 728 West Main.	
SIXTEENTH WARD.	DR. J. D. TAYLOR,	1 year.
	Residence: 1820 West Chestnut.	
	Place of Business: 1818 Portland Avenue.	
SEVENTEENTH WARD.	JOHN T. FUNK,	1 year.
	Residence: 1909 West Chestnut.	
	Place of Business: Central Pas. R. Co., 18th and Walnut.	
EIGHTEENTH WARD.	J. B. ATKINSON,	2 years.
	Residence: 2512 West Jefferson.	
	Place of Business: 510 Sixth.	
NINETEENTH WARD.	S. H. SMITH,	1 year.
	Residence: 2646 Portland Avenue.	
	Place of Business: 2926 Portland Avenue.	

• Standing Committees. •

FINANCE—Loving, Barkhouse, Smith.

SALARIES AND SUPPLIES—Allen, Vandiver, Loving.

BUILDINGS—Atkinson, Zabel, Hoertz, Watts, Cochran.

PRINTING—Smith, Godshaw, Dunlap.

EXAMINATION AND COURSE OF STUDY—Davis, Stites, Loving, Canine, Funk, Dunlap.

HIGH SCHOOLS—President Long (*ex-officio*) Loving, Atkinson, Canine, Funk, Hoertz, Drescher.

GERMAN—Drescher, Zabel, Hoertz, Vandiver, Reilly.

COLORED SCHOOLS—Cochran, Davis, Godshaw, Crecelius, Atkinson.

NIGHT SCHOOLS—Drescher, Atkinson, Allen, Taylor, Gutermuth, N. Finzer (honorary).

AMUSEMENTS—Barkhouse, Leber, Atkinson, Tyler, Dunlap, N. Finzer (honorary).

INTERMEDIATE SCHOOLS—Funk, Smith, Godshaw, Gutermuth, Canine.

DISTRICT SCHOOLS, E. D.—Hoertz, Zabel, Tyler.

DISTRICT SCHOOLS, W. D.—Crecelius, Watts, Taylor.

PENMANSHIP AND DRAWING—Reilly, Taylor, Gutermuth.

RULES—Leber, Stites, Davis.

ESCHEATS AND SCHOOL PROPERTY—Canine, Barkhouse, Reilly.

NORMAL CLASS—Godshaw, Leber, Cochran, Barkhouse, Crecelius.

GRIEVANCES—Stites, Tyler, Dunlap.

SANITARY AFFAIRS—Watts, Taylor, Leber.

MUSIC—Vandiver, Canine, Tyler.

RULES

GOVERNING THE BOARD OF TRUSTEES.

ARTICLE I.

Officers.

SECTION 1. The Officers of the Board of Trustees shall consist of a President, a Vice-president, a Secretary, who shall act as Treasurer, and a Superintendent of Schools.

Organization.

SEC. 2. The President and Vice-president shall be elected annually. The Secretary and the Superintendent of Schools and the Superintendent of German shall be elected at a regular meeting in July, and shall hold their offices for three years from the time of their election.

SEC. 3. The members elect of each successive Board of Trustees shall be summoned by the Secretary of the Board to meet on the Monday after the issue of their certificates of election, when they shall organize by the election of President and a Vice-president, who shall hold their respective offices for one year.

ARTICLE II.

Duties of Officers.

SEC. 1. It shall be the duty of the President to preside at all meetings of the Board, to sign the record of its proceedings, and certify transcripts of the same when necessary; to call meetings of the Board whenever he may deem it advisable, or when requested in writing to do so by three members; to appoint all committees, unless otherwise ordered; to visit, as often as convenient, each of the Public Schools of the City, and lay before the Board, from time to time, such suggestions as may occur to him for their improvement. He may, at pleasure, address the Board, the chair being first assumed by the Vice-president, or some other member selected by him. He shall vote first on all questions presented by the Board.

SEC. 2. The Vice-president, in the absence of the President, shall be clothed with all the powers and perform all the duties of the President.

ARTICLE III.

Committees and their Duties.

SECTION 1. There shall be eighteen standing committees, to be appointed annually, viz :

1. A committee on Finance, consisting of three members.
2. A committee on Salaries and Supplies, consisting of three members.
3. A committee on Buildings, consisting of five members.
4. A committee on Escheats and School Property, consisting of three members.
5. A committee on Normal Class, consisting of five members.
6. A committee on Examination and Course of Study, consisting of six members.
7. A committee on High Schools, consisting of the President of the Board and six other members.
8. A committee on Intermediate Schools, consisting of five members.
9. A committee on District Schools, Eastern District, consisting of three members.
10. A committee on District Schools, Western District, consisting of three members.
11. A committee on Colored Schools, consisting of five members.
12. A committee on German, consisting of five members.
13. A committee on Penmanship and Drawing, consisting of three members.
14. A committee on Grievances, consisting of three members.
15. A committee on Rules, consisting of three members.
16. A committee on Printing, consisting of three members.
17. A committee on Sanitary Affairs, consisting of three members.
18. A committee on Amusements, consisting of five members.
19. A committee on Music, consisting of three members.

SEC. 2. The Committee on Finance shall examine all bills and claims which may be presented against the Board of Trustees, and report the same to the Board, audited and approved, or rejected, with the reason for such rejection. They shall each month report the salaries of teachers and janitors for payment, and see that the requirements of the Rules Governing District Schools are fully complied with. This committee, at least once a year, and oftener if required by the Board, shall examine the books, inventories, accounts, and vouchers of the Secretary, and report upon their correctness to the Board. The chairman of this committee, or during his absence from the city, or other disability, the other members of this committee, in order of appointment, shall countersign all checks for the disbursement of money in the hands of the Treasurer.

SEC. 3. The committee on Salaries and Supplies shall have charge of all questions concerning salaries, and see that the schools are supplied with the necessary fuel, furniture, fixtures, etc., and shall report a list of salaries at the regular or a called meeting in June.

SEC. 4. The Committee on Buildings shall have charge of the erection of new buildings and the repair and alteration of old ones; submit plans, specifications and estimates of the same to the Board for approval; make contracts for the work and material of the same under the instructions of the Board; see that said work is executed in a workmanlike manner, according to contract, and in all cases require approved security for a faithful performance of all contracts; and shall audit and examine the accounts of the Carpenter of the Board, and certify his accounts to the Committee on Finance for their approval monthly.

SEC. 5. The Committee on Escheats and School Property shall report on the character, condition and value of all escheated property, and also upon all property liable to escheat in Louisville. All matters of title and questions of law shall be referred to this committee.

SEC. 6. The Committee on Examination and Course of Study shall have control of public examinations of the High Schools, and also of the examinations for promotion in the

District Schools, and for transfer to the High Schools, the result to be reported to the Board at the regular meeting in August. And no change shall be made in text-books unless referred to the committee and approved by the Board, as hereinafter provided. In the month of May, annually, they shall examine the Course of Study prescribed for the District and High Schools, and shall recommend to the Board, at the regular meeting in June, such improvements in the Course of Study and such changes in text-books as they may deem expedient; such recommendation shall be considered at the regular meeting in July; *Provided*, that when a text-book is once introduced into the schools, it shall require a two-thirds vote of the entire Board to change it; *Provided further*, that in no case shall the committee make a report upon any book or publication unless a copy for each member of the Board shall have been left with the Secretary by the publisher or his agent, free of cost.

SEC. 7. The Committee on High Schools shall have the immediate control and supervision of the Male and Female High Schools, and report from time to time upon their condition, character and efficiency. They shall recommend to the Board suitably qualified persons as professors and teachers for said High Schools.

SEC. 8. The Committee on Intermediate Schools shall examine the Intermediate department of the Ward Schools at least once in half a year, without giving previous notice to the instructors; and shall, at the regular meeting of the Board in August, make a report in writing, giving the result of their examinations and visits.

SEC. 9. The Committee on District Schools shall examine all the schools in their respective districts at least once in each half year, and note the methods of instruction pursued therein, and that each subject required to be taught by the Graded Course of Instruction has received due attention, and report the result to the Board at the same time and in the same manner as required of the Committee on Intermediate Schools. That portion of the city east of the center of Third street shall constitute the Eastern District, and that portion west of said line the Western District.

SEC. 10. The Committee on German shall exercise a general supervision over the German Department of the schools. They shall visit these departments at least once in each half year, and report their condition to the Board.

SEC. 11. The Committee on Penmanship and Drawing shall have the general supervision of this subject in the High, Intermediate, and District Schools. They shall visit each school once in each half year, and carefully examine the methods of instruction pursued, and make such suggestions for the advancement and improvement of the pupils as they may deem necessary.

SEC. 12. The Committee on Grievances shall investigate all cases of difficulty and misunderstanding between teachers, parents and teachers, or teachers and pupils, and all other cases of difficulty or grievances, which may be preferred to them; *provided*, that all complaints shall be preferred in writing, specifying the charge or charges, and handed to the Secretary of the Board, who shall furnish the chairman of the Committee on Grievances and the accused a copy of the same. When notified by the chairman to do so, the accused shall file his answer: and if in the judgment of the committee the proof be required, the chairman shall notify the parties interested of the time and place for them to appear with their witnesses before the committee, so that a fair and impartial investigation of the case may be made. Said committee, at the next stated meeting thereafter shall report in writing an abstract of the proof, together with the decision of the committee, for the action of the Board.

SEC. 13. The Committee on Rules shall consider and report on all additions, alterations or amendments to the Rules of the Board or of the Schools; and no action shall be taken on any proposed addition, alteration, or amendment until reported on by this committee. The annual report of this committee shall be made at the regular meeting in June.

SEC. 14. The Committee on Colored Schools of the city of Louisville shall have the immediate control and supervision of the Colored Schools, and report, from time to time upon their condition, character, and efficiency. They shall recommend to the Board suitably qualified persons as teachers for the Colored Schools.

SEC. 15. The Committee on Normal Class shall have immediate control and supervision of said class, and shall nominate for election by the Board a competent person for the teacher thereof.

SEC. 16. The Committee on Printing shall have charge of the printing of the Manual of Rules, of all forms, blanks, etc., for the use of the schools and of all other matters of printing that may be referred to them. They shall invite the proposals of printers for all such work placed in their hands, and, under instructions from the Board, make contracts for the faithful performance of such work.

SEC. 17. The Committee on Sanitary Affairs shall examine all the schools in the city at least once during the year, and make the Board such recommendations concerning the hygiene of the schools as may seem to them proper and necessary. They shall consider and report upon all sanitary questions that may be referred to them.

SEC. 18. The Committee on Amusements shall have charge of the May-day Picnic and other festivals given by the Board for the amusement of the children of the Public Schools, and shall carry out such arrangements as may be ordered by the Board for these occasions.

SEC. 19. The Committee on Music shall exercise a general supervision over this department of instruction in the schools. They shall recommend annually, at the regular meeting in July, the charts and the text-books on music to be used in the schools. They shall prepare a course of instruction for the several schools and classes and perform such other duties as the Board may assign them.

SEC. 20. All calls for meetings of standing or special committees shall be issued by the Secretary, upon notification by the chairman.

SEC. 21. Reports of all committees shall be made in writing, and shall be signed by the members of the committee, or by the chairman for them.

ARTICLE IV.

Rules of Order.

SECTION. 1. At the hour of meeting, or as soon thereafter as a quorum shall be present, the President, or in the absence

of the President and Vice President, a temporary chairman, elected by a quorum of the Board, shall call the Board to order, which shall proceed to business in the following manner :

1. Calling the Roll.
2. Reading the Minutes of the previous meeting.
3. Report of the Superintendent.
4. Report of the Committee on Finance.
5. Report of the Committee on Salaries and Supplies.
6. Report of the Committee on Buildings.
7. Report of the Committee on Escheats and School Property.
8. Report of the Committee on Examination and Course of Study.
9. Report of the Committee on High Schools.
10. Report of the Committee on Intermediate Schools.
11. Report of the Committee on District Schools, Eastern District.
12. Report of the Committee on District Schools, Western District.
13. Report of the Committee on German.
14. Report of the Committee on Penmanship and Drawing.
15. Report of the Committee on Grievances.
16. Report of the Committee on Rules.
17. Report of the Committee on Printing.
18. Report of the Committee on Sanitary Affairs.
19. Report of the Committee on Colored Schools.
20. Report of the Committee on Normal Class.
21. Report of the Committee on Amusements.
22. Call of Wards.
23. Report of Special Committees.
24. Deferred Business.
25. New Business.

SEC. 2. When a member is about to speak in debate, or to deliver any matter to the Board, he shall rise in his place and respectfully address the President. He shall confine himself to the question under debate, and avoid all personalities.

SEC. 3. No member shall speak more than twice to the

same question, unless permission be granted by the Board, nor more than once until all members choosing to speak shall have spoken. Speeches of members shall be restricted to five minutes.

SEC. 4. No member, while speaking, shall be interrupted by another, except by his own consent, or when a question of privilege or point of order is raised.

SEC. 5. When a question is under debate no motion shall be received, except to adjourn, to lay on the table, for the previous question, to postpone to a certain time, to commit, to amend, or to postpone indefinitely.

SEC. 6. Every motion shall be reduced to writing, if the chairman so direct, or any member request it.

SEC. 7. When a motion has been carried or lost, it shall be in order for any member who has voted with the majority to move for a reconsideration; and in case the motion be made at the same meeting, it shall be competent for a majority of the members present to pass a vote of reconsideration; but if it be made at a subsequent regular or called meeting, the subject shall not be reconsidered unless thirteen members of the Board shall vote therefor. No more than one motion for reconsideration of any vote shall be permitted.

SEC. 8. Every member who shall be present when a question is put shall vote, unless the Board, for special reasons, excuse him.

SEC. 9. All motions and propositions may be referred to a Committee, and all reports be recommitted, at the pleasure of the Board.

SEC. 10. Any member may demand the revision of a question when it embraces two or more distinct propositions.

SEC. 11. The sense of the Board upon any question shall be taken by yeas and nays, whenever demanded by any member.

SEC. 12. All motions and resolutions for the appropriation of money shall be voted on by yeas and nays, after reference to the Committee on Finance.

SEC. 13. When the Board is called upon to vote by yeas and nays on any question, it shall be the duty of the chair

to ask if all the members are in the room; and, if they are not, he shall require such as have been present, and may be in the building, to take their seats; and no vote shall be taken until such call has been made, and due time for members to reach their places has been allowed.

SEC. 14. In the election of all officers and teachers the vote shall be taken *viva voce*.

SEC. 15. A vote of a majority of the members elect shall be necessary to alter, amend, repeal or suspend any rule of the Board.

ARTICLE V.

Meetings.

The stated meeting of the Board shall be held on the first Monday of each month, at 8:00 o'clock, P.M., from the first of April to the first of September; at 7:30 o'clock P.M., during the remainder of the year.

A majority of the members actually in office shall constitute a quorum.

No member shall leave any meeting without consent of the presiding officer of the Board.

At any meeting the Board shall stand adjourned, without motion, at 10:30 o'clock P. M.

Called meeting shall be held whenever ordered by the President, or whenever requested by three members of the Board, or in the President's absence, by any four members of the Board. No business shall be transacted except as specified in the call.

ARTICLE VI.

Contracts.

SECTION. 1. No contracts for buildings or supplies shall be made with any person or corporation in which any member of this Board is directly or indirectly interested.

ARTICLE VII.

Employes.

SECTION. 1. No person shall be employed as professor, teacher, secretary, superintendent, or janitor who has in the Board either father, brother, husband, or son.

DUTIES OF OFFICERS.

ARTICLE I.

Duties of Superintendent.

SECTION. 1. The Superintendent of the Public School shall act under the advice and direction of the Board of Trustees, and shall have the superintendence of all the schools controlled by the Board, school-houses, books and apparatus. He shall devote himself exclusively to the duties of his office. He shall keep regular office hours, other than school hours, at a place to be provided for that purpose. He shall, as far as possible, acquaint himself with whatever principles and facts may concern the interests of popular education, and with all the matters pertaining in any way to the organization, discipline and instruction of the schools, to the end that all the children in this city may secure the best education possible.

SEC. 2. He shall visit each High and District School bi-monthly, or oftener, if his duties will permit, and shall pay particular attention to the classification of the pupils in the several schools and to the apportionment among the classes of the prescribed studies. In passing daily from school to school, he shall endeavor to effect improvements and remedy defects, and for that purpose shall require the Principal of the school to accompany him in his examination.

SEC. 3. He shall inspect the grounds, buildings, furniture and apparatus of the schools, and report to the Board whenever the provisions for warming, ventilating or lighting the school-houses are unfavorable to the health and physical development of the pupils. He shall report such buildings as are not kept strictly clean and in good order, and such as are not convenient, attractive and adapted to the best requirements.

SEC. 4. He shall devise and report to the Board a system of blanks for registers, reports and other statistics, and prescribe rules for keeping and returning the same. He shall see that proper supplies are kept on hand for distribution to the various schools. In order to secure uniformity, he shall require each teacher, except in such grades as he shall deem

it inexpedient, to keep a daily record of the recitation and deportment of each pupil, according to the following method of notation, viz: 1, signifies very bad; 2, bad; 3, indifferent; 4, good; 5, excellent; and 6, without fault.

SEC. 5. He shall keep a book containing the address of other superintendents and educators with whom he can effect a regular exchange of school documents.

SEC. 6. At the regular meeting of the Board in the month of August in each year, he shall present a report of the progress and condition of the schools, and suggest such measures as in his judgment may conduce to their improvement. This report shall be published in the annual report of the Board.

SEC. 7. He shall see that indigent children are supplied with books and stationery at the expense of the Board of Trustees.

SEC. 8. He shall promptly notify the Trustees of any school when the weekly reports of Principals show that the school has more than the required number of teachers, and two weeks from the time of this notice the extra teachers must be dropped from the roll, unless the average attendance shall have sufficiently increased. If, however, there be an excess of pupils attending one school, and there be room in an adjacent ward building for their accomodation, the Superintendent shall have power to transfer such number as he may deem necessary, care being taken to select such pupils as reside nearest the adjacent school.

SEC. 9. The Superintendent of Public Schools shall have authority to send any Principal to another school than his own, to see the modes of government and instruction there pursued; *provided*, that the Principal so sent shall not leave his own school until after its opening, and shall return to it before its dismissal.

ARTICLE II.

Duties of the Secretary.

SECTION 1. The Secretary shall attend all meetings of the Board of Trustees and make a full and faithful record of their proceedings, and an index to the same. He shall record and report, monthly, a list of teachers employed by the

Board, and their respective salaries, as reported to him, and such bills as may have been audited by the Committee on Finance. He shall file all reports and communications that are accepted by the Board. He shall safely keep all books, documents and papers belonging to the Board of Trustees. He shall notify individual members of every stated or called meeting of the Board. He shall notify all committees of their appointment, and the subjects referred to them, and deliver to the chairman a list of the members thereof. He shall call together the committees when notified to do so by the chairman.

SEC. 2. He shall keep a regular set of books (journal, ledger and cash book), which shall exhibit at all times the exact condition of the finances of the Board. These books shall always be open to the inspection of the members of the Board and other citizens of Louisville. He shall receive all money due the Board, and disburse the same by their order, taking adequate vouchers therefor. All checks for the disbursement of money in his hands shall be signed by the Secretary and countersigned by the chairman of the Committee on Finance; or, in the absence of the latter from the city, or other disability, by the other members of said committee in order of appointment. Before entering upon the duties of his office, he shall give bond, with security, to be approved by the Board, for the faithful discharge of his duties, and for the receipt and proper disbursement of all money coming into his hands.

SEC. 3. Under the direction of the Committee on Supplies he shall furnish the schools with all blanks, registers, supplies, fuel and necessary furniture.

SEC. 4. At the end of each scholastic year he shall prepare and submit to the Board a detailed report of the cost of each school; and in January of each year a report of the receipts and disbursements for the preceding year ending December 31, which shall be regarded as the fiscal year.

SEC. 5. He shall keep all unexpended funds in one of the chartered banks located in this city; said funds to be deposited to his credit as Secretary of the Louisville School Board.

SEC. 6. He shall have and keep regular hours, from 9 :00 to 12 :00 A. M., and from 3 :00 to 5 :00 P. M.

SEC. 7. He shall make out a catalogue of the teachers for the year, together with the salary and grade of each, and publish the same in the Annual Report.

ARTICLE III.

Duties of the Superintendent of German.

SECTION 1. The Superintendent of German shall be elected for a term of three years. He shall be the official organ of the committee on German, and have the power to give such advice and directions to the principals and teachers in the German Department of the Public Schools as shall be deemed most efficient to promote a uniform and steady progress in the study of German throughout the city; and it shall be the duty of those teachers to obey such directions.

SEC. 2. He shall act with reference to general school matters, conjointly with the Superintendent of Public Schools, and in matters pertaining to the German Department, under the advice and direction of the Committee on German; shall devote himself during the daily session of the schools exclusively to the discharge of his duties, and keep one daily office hour after the close of the schools.

SEC. 3. At the regular meeting of this Board in the month of August, in each year, he shall present a report of the progress and condition of the German Department, and suggest such measures as in his judgment may cause the improvement thereof. This report shall be published in the Annual Report of the Board. He shall submit to the Committee on German quarterly reports, embracing, besides a general review of the progress made from time to time, such statistical notes and information as will admit of a correct judgment upon the favorable and unfavorable results attained in this department.

SEC. 4. It shall be his special duty to visit the schools and see that the daily instructions are carried on properly and profitably; for this purpose he shall, whenever it appears to be necessary or desirable, proceed himself with actual instruction of classes in the presence of their respective teachers.

SEC. 5. It shall be further his duty to call a meeting of the German teachers whenever it appears necessary, expedient or desirable, for the purpose of discussing with them the

Course of Study, and to point out the best manner of carrying out the same.

SEC. 6. He shall also teach the classes in German in the Eighth Ward School.

SEC. 7. In other respects he shall conform to the General Rules Governing the Public Schools in the city of Louisville.

SEC. 8. He shall have charge of the German Department of the Normal Class.

ARTICLE IV.

Duties and Compensation of the Attorney of the Board.

The term of office of the Attorney of the Board is fixed at three years. It shall be his duty, when applied to by the officers of the Board, to give advice upon all legal questions of interest to the Board, to conduct all legal cases in which the Board is concerned; to examine and report upon titles of property; to attend to the interests of the Board regarding escheated property, fines and generally the legal matters; and for compensation he shall be allowed twenty-five per centum of all the escheated property; and he shall receive no other compensation except by special provision of the Board.

ARTICLE V.

*Duties and Compensation of the Carpenter of the Board.**

The term of office of the Carpenter of the Board is fixed at three years. Under the direction of the Committee on Buildings and the Superintendent he shall keep the school-houses, fences and furniture in proper repair, himself doing such repairing as can be done without assistance, and superintending such assistance as may at any time be necessary. He shall do no work except such as may be directed by the Committee on Buildings, or the Superintendent or Secretary. When required by the Superintendent, he shall make and file in the office of the Secretary a complete inventory of all apparatus, reference books, clocks, thermometers, chairs, bells, settees, mats, black-boards, composition-boards, desks, maps, cards, and other movable property belonging to the several schools. For compensation he shall be allowed \$960 a year. The Board reserves the right to dismiss the Carpenter on one week's notice.

RULES GOVERNING THE LOUISVILLE PUBLIC SCHOOLS.

RULES COMMON TO ALL THE SCHOOLS.

ARTICLE I.

Character, Location, etc.

SECTION I.—RULE I. The Public Schools of Louisville shall consist of Male and Female High Schools, District Schools, and Colored Schools, located as follows :

HIGH SCHOOLS.

MALE HIGH SCHOOL—Ninth and Chestnut.

FEMALE HIGH SCHOOL—First, Walnut and Chestnut.

DISTRICT SCHOOLS.

INTERMEDIATE—I Market, Campbell and Wenzel.

2 Floyd and Chestnut.

3 Walnut and Center.

4 Madison and Seventeenth.

5 Thirty-fourth and High, Portland.

SECONDARY—I Cabel, Main and Washington.

2 Overhill, Broadway and Underhill.

3 Broadway, Clay and Shelby.

4 Walnut, Jackson and Hancock.

5 Main, Jackson and Hancock.

6 Kentucky, First and Brook.*

7 Gray, First and Second.

8 Fifth and York.

9 Magazine and Ninth.

10 Green and Thirteenth.

11 Thirteenth, near Maple.

12 Duncan and Seventeenth.

13 California, Kentucky and Seventeenth.

14 Grayson, Twenty-second and Mercer.

15 Twenty-second and Magazine.

16 Montgomery and Twenty-fifth.

*Under the joint supervision and jurisdiction of the Trustees from the Fifth and Sixth Wards.

- PRIMARY—I Fulton, Wayne and Ohio (Branch).
 2 New Jerusalem.
 3 Germantown, Mary, near Campbell.
 4 Shippingport, north of canal.
 5 Bullitt street (Branch).

COLORED SCHOOLS.

Fulton Colored School—Cabel, near Fulton.
 Eastern Colored School—Jackson and Breckinridge.
 Main Street Colored School—Main, Preston and Floyd.
 High and Central Colored Schools—Sixth and Kentucky.
 Western Colored School—Magazine, Sixteenth and Seventeenth.

California Colored Schools—Harney, Sixteenth and Seventeenth.

Portland Colored School—Twenty-eighth and Lytle.

RULE 2. These schools shall commence annually on the first Monday in September and end on the last Friday in June. There shall be a vacation from Christmas to New Year's day, inclusive, Washington's birthday, May-day, which shall be the last Friday in May, and Thanksgiving and Fast days appointed by the General and State Governments. The trustees of a school may grant a vacation of a single day to any school in the case of the death of a teacher in that particular school.

RULE 3. The schools shall be open for instruction from Monday to Friday, inclusive; from the first Monday in April to the first Monday in November, from 8:30 o'clock, A. M., to 1:30 P. M., with a recess of fifteen minutes at 10:30 A. M., and thirty minutes at 12:00 M.; and from the first Monday in November to the first Monday in April, from 9:00 o'clock A. M., to 2:00 P. M., with a recess of fifteen minutes at 10:30 o'clock A. M., and thirty minutes at 12:00 M., *provided*, that when, in the opinion of the Superintendent or Principal of any school, the comfort and interest of any of the Primary Departments will be promoted by dismissing the children at an earlier hour than prescribed by the Rules, they shall have the power to do so, retaining the teacher to aid in some other department.

RULE 4. The schools shall be opened daily by reading a

portion of the Bible, without note or comment, and may be closed with singing without prayer.

RULE 5. All residents of the city of Louisville shall be entitled to the privileges and benefits of the Public Schools.

RULE 6. Tuition fees for children of persons living outside of the city limits shall be charged at the following rates, to be paid in advance for each half year:

Male High School	a year, \$50 00
Female High School	" 50 00
First and Second Grades	" 40 00
Third and Fourth Grades	" 30 00
Fifth, Sixth, Seventh and Eighth Grades	" 20 00

Provided, that any parent or guardian of such pupils shall be entitled to a credit for the amount of tax he may pay to the city for the current expenses of the schools, upon the production of the receipted tax bill for the year previous.

RULE 7. No pupil known to be affected with a contagious or infectious disease, or coming from a family or house where any such disease prevails, shall be received or continued in the Public Schools; nor shall any pupil be admitted into any school without having exhibited satisfactory evidence of having been vaccinated or otherwise secured against the small-pox.

Teachers.

SECTION 2.—RULE 1. No teacher shall be appointed in any of the Public Schools who is less than eighteen years of age, nor shall any person be employed as principal, professor, tutor, teacher or substitute in any of the High or other Public Schools until after having passed a satisfactory examination before the Board of Examiners herein provided, who shall certify the same without conditions; and there shall be no examination except those regularly provided for in June of each year, unless ordered by the Board. In the appointment of principals, professors, teachers and substitutes, the Trustees proposing such persons shall in all cases vouch in writing for the good moral character and sobriety of the party proposed.

RULE 2. Principals, professors and teachers shall be elected annually, in July, for term of one school year, subject to *the right of the Board* to dispense with the services of any

principal, professor or teacher at any time, and withhold the salary after two weeks' notice that such services are no longer required. Principals and teachers of the District Schools shall be appointed by the Trustees of the districts in which they may be required, and principals, professors and teachers in the High Schools by the Committee on High Schools, subject to the confirmation of the Board at its next session. In cases where Trustees can not agree in their selection, the President of the Board may fill the vacancy until the Board shall determine.

RULE 3. At the annual election in July, the number of teachers elected in any school must be the same as the number to which the school was entitled by the monthly report for April next preceeding.

RULE 4. The salaries of all the teachers shall be fixed before the election, and shall not be changed during the term for which they were elected, except as provided for in Rule 7, SECTION I, Article II, page 24, Rules Governing District Schools.

RULE 5. No teachers shall be appointed or promotions made until the Superintendent shall have certified, over his signature, that such appointment or promotion is in accordance with the rule regulating the number and grade of teachers allowed to the various schools; and no teacher appointed or promoted shall be entitled to the pecuniary benefit of said appointment or promotion without said certificate and the approval of the Board.

RULE 6. The Superintendent shall have the power to call the teachers of the High and District Schools together, or such of them as he may designate, at any time or place, for the purpose of receiving instruction in any subject which they are required to teach, or for other purposes tending to the advancement of the cause of education. The Superintendent shall be *ex officio* President of these meetings, and shall appoint a Secretary who shall keep a careful record of the proceedings and of the attendance of the teachers.

RULE 7. Teachers shall not be permitted to purchase books or other articles for pupils.

RULE 8. If any principal or teacher shall sell his or her

claim for salary more than once for the same month, it shall be deemed just cause for dismissal of such teacher by the Board without notice. No principal or teacher shall electioneer or otherwise take part in elections during school hours and while on duty, under penalty of suspension for the first offense, at the discretion of the Board, and of dismissal for the second offense.

RULE 6. Teachers, for wilfully violating any of the rules and regulations of the Public Schools, for not faithfully discharging their duties to their pupils, for immoral conduct, or for any sufficient cause, may be reprimanded by the Board of Trustees or dismissed from the school.

Use of School Buildings, Etc.

SECTION 3—RULE 1. The school buildings shall not be used for any other purpose than for the accommodation of the Public Schools; nor shall a tuition fee be exacted at any time from pupils attending any school held in said buildings, except from children of persons living outside the corporate limits of Louisville.

RULE 2. No subscription or contribution for any purpose whatever shall be introduced into any school without the special consent of the Board. No person shall be permitted to visit the schools except on business connected with the schools.

RULE 3. No one of the Public Schools shall be permitted to hold any exhibitions during the school term, except regular monthly exhibitions, and those only in the school buildings, except the commencement exercises of the High Schools, which shall be held in some public building selected by the High School Committee.

RULE 4. No deviation, alteration or change of these rules shall be made by the principal of any school, or by any Trustees.

RULES GOVERNING DISTRICT SCHOOLS.

ARTICLE II.

Departments.

SECTION I—RULE 1. The *Intermediate Department* shall consist of the First and Second Grades; the *Secondary De-*

partment of the Third and Fourth Grades ; the *Primary Department* of the Fifth, Sixth, Seventh and Eighth Grades.

No First or Second Grades shall be taught in any School except those now known as the First, Second, Third, Fourth, and Fifth (Portland) Intermediate Schools.

There shall be no mixture of sexes in the First and Second Grades, except in the Fifth Intermediate and Colored Schools.

RULE 2. The average number of scholars composing each class of the Intermediate Department shall be thirty-five except in the Portland School, whose average number shall be twenty-five, and Central Colored School whose average number shall be thirty.

The average number of pupils to each teacher in the Secondary and Primary Departments shall not be less than forty-five, except in the Portland school, which shall remain forty: *provided* that no teacher shall be discharged so long as the aggregate deficiency shall not exceed ten pupils in the Intermediate Department, and twenty pupils in the Secondary and Primary Departments ; but his salary shall be diminished pro rata with the decrease in the number of pupils. In Primary and Branch Schools, when the daily attendance exceeds forty-five a fifth-class assistant at half pay may be appointed, and when the attendance exceeds sixty a fifth-class assistant at full pay may be appointed. No additional teacher shall be appointed, unless there be an average daily attendance in the Intermediate Department of thirty, and in the Secondary and Primary Departments of forty over and above the required average ; *provided*, that sixty be the maximum number of scholars in any one class above the Seventh Grade. No teacher shall be dropped after May 1st.

RULE 3. In each District School having an Intermediate or Secondary Department, there shall be appointed a Principal, who shall be a teacher of good moral character, having a Principal's Certificate.

RULE 4. In each District School having only a primary Department, the Principal shall have a Grammar Certificate.

RULE 5. Teachers in the Intermediate Department shall have Grammar Certificates. Teachers holding Primary Cer-

tificates shall be eligible to positions in the Secondary and Primary Departments.

RULE 6. The teachers shall be graded according to experience, ability, and success in teaching, into five classes, termed first, second, third, fourth, and fifth-class assistants respectively. Teachers of the First Grade shall be first-class assistants. Teachers of the Second Grade shall be second class assistants. Teachers of the Secondary and Primary Departments shall be divided as nearly equal as possible into third, fourth, and fifth-class assistants; *provided*, that in no case shall the number of third-class assistants in the Secondary and Primary Departments exceed the number of fifth-class assistants; and *provided further*, that Branch Schools having a principal teacher and two or more assistants shall be entitled to one first class assistant.

RULE 7. At the end of any month the Trustees of a school may change the grade and salary or position of any assistant teacher; but the teacher so displaced has the right to appeal to the Board, which may reverse the action of the Trustees.

RULE 8. The Trustees of each school shall place the teachers in charge of such grades as in their judgment will best promote the efficiency of the school.

Principals.

SECTION 2.—RULE 1, The Principal of each school is vested with authority to carry into effect the rules and orders of the Board of Trustees, and it is made his express duty to enforce their observance.

RULE 2. He shall have charge of the building, furniture, and fixtures; he shall see that the buildings, grounds, fences, out-houses, and other property of the school are kept in good order and condition, and protected from unnecessary damage, and that each department is properly warmed, ventilated, and supplied with water. To perform these duties he shall employ, with the consent of the Trustees of the ward, a Janitor, at such salary as may be fixed by the Board.

RULE 3. It shall be the duty of each Principal to exclude from his school all children whose parents or guardians reside outside of the city limits, until they present the

Secretary's receipt for tuition, as provided for in Rule 6, Section 1, Article I., page 22, Rules common to all Schools.

RULE 4. He shall classify the pupils in the different grades according to their advancement, and shall examine every pupil reported to him by an assistant teacher for transfer to a higher grade, or that he may find from other information to be competent; and if satisfied of his or her fitness, he shall transfer said pupil immediately.

RULE 5. He shall assign such duties to the teachers as shall make them most efficient and their services most advantageous to the school. To accomplish this, he may, by consent of the Trustees, require teachers to teach in two departments. He shall devote his whole time during school hours to the superintendence of his school. He shall see that the pupils are properly taught and profitably employed during school hours, and, for this purpose, he shall visit the various classes, assisting advising and directing the teachers in the instruction and government of their pupils.

RULE 6. He shall see that the pupils are sent home immediately after school, and that the neighborhood is not disturbed by them, either during school hours, or in going or returning therefrom.

RULE 7. Each Principal shall keep a register, in which he shall record the names, ages, grades, residence, and the occupation of the parents of each pupil who shall enter his school; and at the end of each school year, he shall furnish the Superintendent a synopsis of the same in such form as the latter may direct.

RULE 8. The Principal shall at the close of the school year, collect and return to the office of the Superintendent all daily and annual registers and class-books.

RULE 9. He shall see that the records of the school are neatly and accurately kept by the several teachers.

RULE 10. He shall make a semi-annual report, in February and July to the Superintendent, of the condition of the school, adding such information as the Board or Superintendent may require, or he may think it important to communicate.

RULE 11. He shall report monthly, on the Thursday preceding the first Monday in each month, to the Secretary, all tardiness and absence of teachers, the names of substitute teachers, with the number of days' service, and all statistics required by the blank forms furnished to him; and add such information as may from time to time be required. Any failure except from sickness, to file with the Secretary the aforesaid reports will debar him from the reception of his salary until the same shall have been rendered to the satisfaction of the Board of Trustees.

RULE 12. On the Thursday preceding the first Monday in each month, he shall report to the Superintendent the enrollment and attendance of his school, according to the blank forms furnished to him.

RULE 13. During the month of September, the Principal of every school shall arrange, according to blank forms to be prescribed by the Superintendent, a table showing the hours of recitation and study of each class in his school, a neat copy of which table shall be deposited in the office of the Superintendent. This programme must be approved by the Superintendent.

RULE 14. The Principal of a Primary School having a daily average attendance of less than four hundred pupils, shall, in addition to discharging the duties of Principal, take charge of and teach the highest grade of his school, and shall be counted as one of the teachers to which such school is entitled.

RULE 15. It shall be the duty of the Principal of each school to establish and practice a system of alarm signals, by which his school can be promptly and rapidly dismissed at other than the regular hours for the recesses and for the closing. A copy of the signals shall be posted in his office, where it can be easily seen and read. The Superintendent of the School, in order to attest the efficiency of the system, shall visit each school at least once in every two months, and give the signal without notifying the Principal or any other person connected with the school of his intention. When an alarm is given, each teacher shall immediately follow her *class to the yard*.

RULE 16. For the purpose of having uniform time in all the schools, each Principal shall, at least once a week, adjust the clocks of the schools with the city time.

RULE 17. He shall be at school at least thirty minutes before time of opening the school, and shall not leave the premises during school hours.

RULE 18. No Principal shall be allowed his salary until the provisions of the preceding sections shall have been fully complied with.

Teachers.

SECTION 3.—RULE 1. Each teacher shall observe and faithfully carry out these rules and those established by the Principal of the school, and in case of doubt, refer to the Principal for advice.

RULE 2. Each teacher shall have charge of the furniture and fixtures of the room, and shall report all damages, and if possible, by whom done, to the Principal.

RULE 3. All teachers must aim at such discipline in their schools as is practiced by a kind judicious parent in his family; shall avoid corporal punishment in all cases where good order can be preserved by milder measures; and in no case, shall resort be had to confinement in closet or wardrobe, or to other cruel or unusual punishment, as a mode of discipline. Corporal punishment shall be inflicted only after the nature of the offense shall have been fully explained to the scholar.

RULE 4. Pupils shall not at any time be required or permitted to act as monitors.

RULE 5. Each teacher shall keep a daily roll, in which the attendance of each pupil shall be marked, and on the Wednesday preceeding the Thursday of each month on which the Principal's report is to be made, shall make a report to the Principal of the enrollment and attendance of pupils in his charge, according to blank forms for monthly reports furnished by the Superintendent. Whenever, except from sickness of self or family, this report is not made at the time named above, the salary of said teacher shall cease until the report shall have been made to the satisfaction of the Principal, and the Secretary shall deduct such forfeited salary from the next payment due such delinquent.

RULE 6. It shall be the duty of every teacher, as soon as any pupil is found capable of advancement, to notify the Principal, so that he may examine and transfer such pupil, if found competent, to a higher grade.

RULE 7. If any pupil falls below the required average, as provided in Rule 3, Section 5, Art. 2, Rules Governing District Schools, it shall be the duty of the teacher, on the last Friday in each month, to notify the parent or guardian of the fact. These reports are made outside of school hours. The scale of marking shall be as follows: 1 denotes *very bad*; 2 *bad*; 3 *indifferent*; 4 *good*; 5 *excellent*; 6 *without fault*.

RULE 8. At the close of each day it shall be the duty of the teachers in each room to inform, by a printed notice or postal card, the parent or guardian of every pupil who was absent during the day, provided the cause of absence be unknown to the teacher.

RULE 9. Teachers shall refer all complaints on the part of patrons to the Principal, who shall examine the case and decide it.

RULE 10. No teacher shall be allowed to be absent from school, except on account of sickness, without permission from the Trustees of the school, and the Principal shall appoint a substitute, and report the appointment to the Board. In all cases of absence, when a suitable substitute is not obtained, no claims shall be allowed for services during that time. Substitutes having the required certificate shall be paid as follows: In the Intermediate Department, at the rate of \$50 a month; in the Secondary and Primary Departments at the rate of \$40 a month.

RULE 11. All teachers shall remain in their own rooms while the school is in session, and devote their entire energies to the discharge of their duties. Visiting each other's rooms, except on business of the school which cannot be postponed, and all writing and reading not immediately connected with the schools, also sewing, knitting and all work not tending directly to the advancement of their pupils, are positively forbidden.

RULE 12. Any teacher may resign at the end of the month, provided two weeks' notice of such intention be given

to the Trustees of his district. A teacher who withdraws without giving such notice shall forfeit one month's pay, or such part thereof as the Board may direct.

RULE 13. Teachers are required to report themselves to the Principal, and be present in their respective rooms fifteen minutes before the hour of opening the school in the morning; and all teachers failing to report shall be subjected to a deduction from their salary of one-fourth of a day's pay for each failure, except in cases of sickness, or such other reasons as may be approved by the Trustees of the school.

RULE 14. Teachers who have been satisfactorily employed by the Board of Trustees, five years or more, shall have priority for an appointment in the same ward over those who have served for less than that time.

Pupils.

SECTION 4—RULE 1. No pupil shall be received or continued in the Public Schools under the age of six years. No person over twenty years of age, residing within the corporate limits of the city of Louisville, shall be permitted to attend any school controlled by the Board unless he shall pay tuition in advance for each half year, or session, at the following rates:

Male and Female High Schools	a year, \$40 00
Business Course Female High School	" 33 00
District Schools	" 15 00
Normal Class	" 33 50
Colored High School	" 27 00
Colored District School	" 13 00
Night Schools (payable monthly in advance)	" 5 00

RULE 2. Any pupil applying for admission to the Public Schools shall report to the Principal to be examined, and after examination shall be assigned to the appropriate grade.

RULE 3. Whenever a pupil passes from one school to another, he shall be required to present to the Principal of the school which he enters a certificate from the Principal of the school which he leaves, stating that he is in good standing at the time of leaving, and specifying the grade and class to which he belongs. But no pupil who has entered one school shall be permitted to enter another during the school term except by consent of the Board.

RULE 4. No pupil suspended or expelled from one school shall be admitted to another without special permit from the Board.

RULE 5. Each pupil shall be supplied with a slate and pencil, and such books as may be required; but when a parent or guardian is not able to furnish them, application may be made to the Secretary, in writing, to supply them at the expense of the Board. This inability must be certified to by the applicant and attested by not less than two responsible persons. This certificate must be signed by the applicant and witnesses in a book known as the Indigent Pupils' Register, prepared by the Secretary and issued to each Principal. The Indigent Pupils' Register shall show the name, age and grade of each pupil receiving books, slates, etc., at the expense of the Board, together with a list of the supplies so furnished, and the date when issued, the number and street of residence of indigent's parent or guardians, with the certificate of indigence aforesaid. All books, etc., issued to indigent pupils must be collected by the Principal at the close of the year. On or before June 30th of each year, the Indigent Pupils' Register must be filed with the Secretary.

RULE 6. Any pupil who shall be habitually regardless of duty, or who shall neglect to bring the books and utensils required by the Board, or be guilty of insubordination or immoral conduct, shall be suspended temporarily by the Principal. Such suspension shall be immediately reported to the Trustees of the school, and by their advice and consent it may be permanent, but subject to the revision of the Board at any regular meeting. In all cases where the conduct and habits of a pupil are found injurious to associates, it shall be the duty of the Principal, with the advice of the Trustees of the school, to suspend such pupil from the school.

RULE 7. Any pupil who shall be absent for more than three days in four consecutive weeks, shall be suspended from the school, and the facts in the case immediately reported to the Trustees of the Ward or High School Committee, and the pupil shall not be re-admitted unless by a written order of said Trustees or High School Committee, filed with *the Principal*; *provided*, that if the parent or guardian, either

in person or by written note, shall make it appear that such absence was caused by sickness or family affliction, the absence shall be excused. This section shall not be enforced where the pupils are absent on account of special religious holidays, provided they bring a written notice from their parents to that effect.

RULE 8. No pupil shall be allowed to leave the school before the hour of dismissal, without the consent of the teacher, sanctioned by the Principal.

RULE 9. Any pupil may be detained at any regular recess ; but no pupil shall be confined in the school for more than two consecutive hours without opportunity for exercise in the open air, except on account of the inclemency of the weather. No pupil shall be kept in longer than one hour after the close of the afternoon session.

RULE 10. Pupils shall be transferred from one grade to another, higher or lower, only by direction of the Principal ; but no pupil shall be remanded to a lower grade after December 1st.

RULE 11. The pupils of the several schools are under the authority of their teachers while in school, and while going to and returning from school.

Promotion of Pupils.

SEC. 5.—RULE 1. The teachers of the several grades of the district schools shall make and record monthly an estimate of each pupil's progress. These estimates shall be based on the success with which the pupils perform assigned work in each subject prescribed in the course of study, and also on the fidelity with which they discharge all their school obligations, including diligence in study, regularity and punctuality in attendance, proper deportment in the school-room and about the school premises, and neatness and cleanliness of person. For this purpose the scale of 1 to 6 shall be used, the number 1 denoting very bad ; 2, bad ; 3, indifferent ; 4, good ; 5, excellent ; and 6, without fault.

RULE 2. The Principals of the district schools shall, from time to time, subject the pupils of the several grades to such tests, both oral and written, as will indicate their proficiency and progress. They shall examine and, when necessary, re-

vise the monthly estimates of the teachers, and shall give the teachers such instruction and assistance as will secure a judicious and impartial execution of the rule governing them.

RULE 3. Pupils whose standing, based on the monthly estimates of the teachers, approved by the Principal, is not less than four in each subject prescribed in the course of study, and in fidelity in the discharge of school obligations, shall be promoted at the close of the year to the next higher grades and to the high schools, without examination.

RULE 4. The fitness for promotion of pupils not entitled to pass on the monthly estimates shall be determined by an examination conducted as follows: The pupils of the First Grades shall be examined by the Faculties of the Male and the Female High Schools, in the High School buildings, those of the other grades by the teachers of the next higher grades; the questions to be prepared by the Superintendent and a committee of principals, viz: three Principals of Intermediate Schools and four Principals of Secondary Schools, appointed by him. An average of not less than four in each subject shall be required to pass.

RULE 5. It shall be the duty of the Superintendent to give to the Principals and teachers such instruction and assistance as will secure the judicious administration of this section.

ARTICLE III.

Colored Schools.

RULE 1. The same rules and regulations shall govern the teachers and scholars of the District Colored Schools as are now in force in the District Schools of the city of Louisville; and the number of pupils to each teacher in the Colored Schools shall be the same as in the schools for white pupils.

RULE 2. In connection with the Colored Schools there shall be established advanced classes, embracing a course of three years above the First Grade. These classes shall constitute the Colored High School.

RULE 3. Any student who shall have passed a satisfactory examination in the several studies of the course shall be entitled to a certificate of graduation upon the recommendation of the Faculty.

RULES GOVERNING GERMAN DEPARTMENT.

ARTICLE IV.

RULE 1. The teachers of German shall be graded into four classes, and termed first, second, third and fourth class assistants.

They shall be appointed and classified on the following basis :

(1.) Fifty to one hundred pupils in one school, one fourth-class assistant.

(2.) One hundred to one hundred and fifty pupils in one school, one second-class assistant.

(3.) One hundred and fifty to two hundred and twenty-five pupils in one school, one second and one fourth-class assistant.

(4.) Two hundred and twenty-five to three hundred and fifty pupils in one school, one first and one fourth-class assistant.

(5.) Three hundred and fifty to four hundred and fifty pupils in one school, one first, one third and one fourth-class assistant.

(6.) Four hundred and fifty to five hundred and fifty pupils in one school, one first, one second and one fourth-class assistant.

But no additional teacher of the class designated shall be appointed, and no change of the class shall be made unless the minimum in paragraph (3) shall be one hundred and ninety pupils ; in paragraph (4) two hundred and ninety pupils ; in paragraph (5) four hundred pupils ; in paragraph (6) five hundred pupils.

In each Primary School not entitled to a fourth-class assistant, German shall be taught by one or more of the teachers regularly employed in the English Department.

RULE 2. Assistant German teachers may be required by the Trustees of the school to teach, in addition to the German language, such other branches as are prescribed for the grade of which they shall have charge, without extra pay.

RULE 3. Forty-five minutes a day shall be allowed for the teaching of each German class.

RULE 4. Instruction in German shall begin in the Eighth Grade. All pupils shall be taught together in the First and Eighth Grades, inclusive; *provided*, that pupils who are not advanced enough to keep up with the German pupils of the same grades shall be taught in separate classes.

RULE 5. Pupils who are enrolled at the opening of the school year, and who do not then desire to study German, shall not be allowed to commence studying that language during the same year. Pupils who enter during the school year may then commence the study of German.

RULE 6. Pupils who discontinue the study of German at any time during the year shall not be re-admitted to that study in any of the Public Schools, unless they pass a satisfactory examination, showing them to be able to keep up with the other scholars of their respective grades.

RULE 7. Pupils may begin the study of German up to the Fifth Grade, during and past which grades no pupils shall be admitted into the German Department, unless they can pass a satisfactory examination showing them to be able to go on with the other pupils of their respective grades; or, unless there shall be at least ten scholars of any one grade, whom the Superintendent of German Instruction may form into an extra class, for the purpose of advancing them to the standard of the regular pupils of their corresponding grades.

RULE 8. All pupils studying German must be classified in the grades of the German Course, corresponding with the English grade to which they belong; but no pupil shall be permitted to join a grade in German for which he is not qualified by previous instruction, except conditionally, and with the consent of the Superintendent of German.

RULE 9. At the commencement of the school year the pupils desirous of studying German shall be furnished by the Principals of their respective schools with blank forms of application for that purpose, to be signed by their parents or guardians, giving their consent to the same; and all pupils so commencing to study shall continue that study during the school year.

*RULES GOVERNING THE MALE AND THE
FEMALE HIGH SCHOOLS.*

ARTICLE V.

SECTION I—RULE 1. The Faculty of each school shall consist of a principal and as many teachers as may be required.

Duties of the Principal.

RULE 2. The Principal shall have the general direction, management and discipline of the school; and it is made his duty to see that the instruction and discipline in each department are such as, in his opinion, will insure the highest mental and moral culture to the students.

RULE 3. To secure the proper obedience to the rules and usages of the school, and a prompt discharge of duty on the part of pupils, the Principal shall have power to punish any neglect of duty or violation of rules; and he may suspend a pupil from the schools, subject, however, to the approval of the Committee on High Schools. No pupil shall be expelled except by the Committee on High Schools, upon recommendation of the Faculty. In either event appeals may be taken to the School Board.

RULE 4. The Principal shall also have power to prescribe such rules for regulation of the internal affairs of the school as, in his opinion, will best promote its usefulness and efficiency, subject to confirmation by the Committee on High Schools. He shall send a report, once a month, to the parent or guardian of each pupil, showing the average of the pupil in scholarship and attendance, the report to be signed by the parent or guardian and returned to him.

Duties of the Faculty.

RULE 5. Each professor or teacher is held responsible for the order, obedience, application and advancement of the pupils in the several classes taught, for the neatness of the recitation room, and the safe keeping of the school furniture therein; and further, the professor of Physics and Chemistry is required to keep the apparatus in good repair and perfect working order at all times.

RULE 6. At the close of each day every teacher shall re-

port to the Principal the name of each pupil who has been absent from class during a portion or whole of a recitation, or who has been guilty of misconduct.

RULE 7. The Faculty shall, at the call of the Principal, hold weekly or special meetings for the purpose of recording averages, commending for effort or for general excellence, or considering the scholarship, diligence in study, deportment and absences from school of each pupil; and finally, for consulting in what way the efficiency of the school may be increased.

RULE 8. In all matters not herein provided for teachers shall be governed by the rules found in Article II, Section 3, Rules governing District Schools.

Terms, Classification, Graduation.

RULE 9. The school year shall be divided into two terms, the first of which shall begin the first Monday of September and end the Friday immediately before the Christmas holidays; and the second shall begin the first Monday of January and end the last Friday of June.

RULE 10. The Course of Study in the High School shall comprise a period of four years, and the school shall be divided into four classes.

RULE 11. The pupils shall be required to pursue all the studies and attend all the recitations prescribed for the class to which they belong. By vote of the High School Committee, however, any pupil may be excused from recitation in any subject upon application of the parent or guardian and a certificate of the family physician, stating that the health of the pupil is so delicate as to necessitate a withdrawal from school unless such an excuse be granted. The pupil so excused (except those excused from drawing), shall not receive a certificate of graduation, except upon a satisfactory written examination in such subjects as may have been dropped. Students who are taking an elective course in the Female High School shall not be entitled to a certificate of any kind; nor shall any such pupil connected with the Senior Class be permitted to take any part in the Commencement exercises at the close of the year.

RULE 12. The President of the Board of Trustees shall

present every graduate with a diploma, or certificate of graduation, signed by the Faculty of the school and the proper officers of the Board.

RULE 13. The High School Committee shall have the power to fix the time for the annual exhibition, or may omit it altogether, if in their judgment it is useless or injurious, subject to the approval of the Board.

Examinations.

RULE 14. There shall be annually two written examinations of all classes: The first shall be held during the last week of January, and the second, during the month of June. The results of these examinations, together with the deportment, shall constitute the data, according to which the members of the faculty shall make up their estimates of the students. The first examination of the First Year class shall be considered a trial examination; all students who fail to secure at least *four* (4) in each subject of the First Year course shall be dropped from the class. Any student whose average is less than *four* (4) in deportment shall be suspended from school, and the fact reported to the committee on High Schools. No student whose combined written average for the year is less than *four* (4) in each subject shall be promoted to the next class, or receive a certificate of graduation; nor shall any student whose average is less than *four* (4) in more than one subject be re-examined for promotion. These averages shall be recorded in a book provided for the purpose. In the Senior class the result of the standing for scholarship and deportment during the Junior and Senior years shall be the basis of the "class honors."

Admission.

RULE 15. For admission to the Male High School the candidate must be at least fourteen years, and to the Female High School, at least twelve years of age, and must pass a successful examination in the studies pursued in the First Grade of the District Schools.

RULE 16. Annual Examinations for the admission of applicants shall be held in the High School buildings, in the month of June, on such days as may be designated by the Committee on Examination and Course of Study. Those ap-

plicants only shall be admitted who shall obtain a written examination standing of four and five-tenths in Reading, Spelling, Writing, and Composition each, and a standing of four in Arithmetic, Grammar, United States History, and Physical Geography, each. These examinations shall be conducted by the Faculty, and their judgment as to the result in each case shall be final.

RULE 17. Applicants may be admitted to an examination on the first Monday of September by presenting to the Principal an order for admission to the examination, signed by the Superintendent of the Public Schools. These examinations shall be conducted by the Faculty, and their judgment as to the result in each case shall be final. The Principal shall accord examinations to applicants for admission at any time when such applicants have become residents of the city, subsequent to the time of examination as provided for in this section.

RULE 18. No applicant shall be examined whose name has not been registered with the Superintendent of Public Schools and a card received from him, with a number written thereon, distinguishing the applicant; and no card shall be issued without a recommendation from the teacher, certifying to the pupil's preparation in all the studies required for admission. The candidate, during the examination, shall be known only by the number on this card. Printed or written questions only shall be used in this examination, and the candidates will be required to answer them in writing, giving to each answer the number corresponding to the number of the question. The number given the applicant by the Superintendent must be written at the top of each sheet of the answers; but any paper on which the name of the candidate is found written will be rejected. These papers shall determine the qualifications of the candidate, and shall be carefully preserved by the Secretary of the School Board.

RULE 19. No candidate will be permitted to leave the room, or to hold any communication with any person, or to consult any book, until all the questions given are answered.

RULE 20. The examination shall be conducted by the Principal, assisted by the professors and teachers of the school.

He shall cause the answers of the applicant to be carefully examined, and shall report the result in writing to the Secretary of the Board.

RULE 21. Applicants for admission to advanced classes will be required to pass a satisfactory examination in the studies, or in equivalents of the studies, already repeated by the class which they propose to enter.

Absence, Excuses, etc.

RULE 22. Every pupil is required to be present punctually at the opening of the school, as well as to attend the recitations, and to perform all other duties prescribed by the authorities of the school. Any pupil who has been late or absent shall, on reappearance in the school, deliver to the Principal a note, signed by the parent or guardian, stating the cause of detention; *provided* that if the parent or guardian, either in person or by written note, shall make it appear that such absence was caused by sickness or family affliction, the absence shall be excused. This rule shall not be enforced where the pupils are absent on account of special religious holidays, provided they bring a written notice from their parents to that effect. Habitual absence or tardiness on the part of a pupil shall be sufficient grounds for dismissal from class, unless satisfactory evidence is presented that the absence or tardiness has been unavoidable.

RULE 23. Any pupil who shall be absent from any regular examination or exhibition of the school without a written excuse satisfactory to the Faculty shall forfeit class membership.

RULE 24. No pupil, after entering school in the morning, shall leave the grounds without the consent of the Principal, nor shall any pupil be dismissed, except at the written request of parent or guardian. All such requests, however, shall be discouraged by the Principal as much as possible; and if he has reason to suppose that the request in any case is made for reasons insufficient to warrant the interruption of the pupil's studies or recitations, he shall refuse to grant it.

Miscellaneous Provisions.

RULE 25. The time for beginning the year, vacations, holidays, etc., shall be the same as in the District Schools, when not defined in these rules.

RULE 26. The schools shall hold a daily session of five hours, beginning at 9:00 A. M. and closing at 2:00 P. M.

RULE 27. The Principal may allow any class to go out with a teacher, or under his own supervision, for purposes of study or practice, whenever he may deem such outdoor study necessary to the more thorough understanding of the subject studied.

RULE 28. Pupils shall not be allowed to assemble before 8:00 o'clock A. M., nor to remain after the close of the school except by permission of the Principal.

RULE 29. There shall be appropriated annually for laboratory work in Male High School, a sum not exceeding \$100, and in Female High School, a sum not exceeding \$50.

Special Rules Governing Male High School.

SECTION 2.—RULE 1. The Faculty shall consist of one Principal and Professor of English Language and Literature, one Professor of Mathematics, one Professor of Ancient Languages, one Professor of Modern Languages, one Professor of Physics and Chemistry, one Professor of Psychology, Logic and Rhetoric, and two adjunct professors.

RULE 2. Carrying fire arms or deadly weapons in or about the school buildings or grounds shall be punished with instant dismissal.

RULE 3. Pupils who do not desire to study the languages are privileged to omit them, and may take an elective course of not less than three subjects. Pupils who have pursued such course for three years, and have passed an examination (as required in rule 14, page 39) shall receive certificate of proficiency.

Special Rules Governing Female High School.

SECTION 3.—RULE 1. In the Senior Class the result of the standing for scholarship, attendance and deportment during the Junior and Senior years shall be the basis of the "class honors."

BUSINESS COURSE FEMALE HIGH SCHOOL 1888-89

A business course of one year is added to the curriculum of the Female High School.

1. Any graduate of the Girls' High School may take the *Business Course*.
2. The Business Course shall embrace the following subjects: Book-keeping, Shorthand, Type-writing, Business Correspondence and Criticism.
3. Students of this department shall be under the same authority as the

students of other departments of the Girls' High School.

4. Students who complete the prescribed course of instruction and pass a satisfactory examination on the subjects of the same, shall receive a certificate, signed by the President of the School Board, the Principal of the school, and the Teacher of the department.

5. The teacher of this department shall be required to submit to the same rules and regulations as other teachers of the school.

RULES GOVERNING THE NORMAL CLASS.

ARTICLE VI.

RULE 1. The maximum number belonging to the class shall be thirty-six. It shall consist of thirty graduates of the Female High School, chosen in the order of their standing at graduation and six others who shall be chosen in the order of their standing in an examination in Arithmetic, Grammar, Composition, History, Geography and Physics; *provided*, that to be entitled to admission the applicant must be at least seventeen years old, and must attain an average of at least sixty-five per cent. in each subject. No applicant will be admitted after first Monday in October. No observers shall be permitted to attend the Normal Class.

RULE 2. The Course of Instruction shall comprise, (1) The Theory of Teaching, embracing the practical applications of Mental Philosophy and Physiology; (2) the methods of Teaching the subjects taught in the District Schools; (3) Algebra and Physics.

RULE 3. The class shall be instructed in the Main Street School building, and shall be under the supervision of the Principal of said school, who shall instruct it in Physics and the Theory of Teaching. For these services he shall receive an addition to his annual salary of five hundred dollars.

RULE 4. The teacher of the class shall be elected by the Board, on the nomination of the Committee on the Normal Class. He shall instruct the class in all the subjects of the course, excepting those named in Rule 3. When not thus employed he may be required to render such assistance in any of the departments of the School as may be deemed advantageous.

RULE 5. The Committee on Normal Class shall select four of the teachers of the school where the Normal Class is taught, who shall be denominated Critic Teachers. It shall

be their duty to carefully observe the practical work of the members of the class, who shall from time to time be placed in their charge by the principal, and report to him the result of their observations in such manner as he may direct. They shall, in addition give such instruction and advice as may be deemed expedient and proper. The critic teacher shall hold the position of First Class Assistant.

RULE 6. The Principal may, at his discretion, require any of the classes of the school to go to the Normal Class room for the purpose of receiving illustrative lessons. He shall also have the right, at his discretion, to allow the members of the class to observe the practical work of the teachers of the school, in their respective rooms.

RULE 7. On the recommendation of the Committee on Normal Class the School Board shall issue certificates of graduation to those members of the class who have demonstrated to the satisfaction of the Faculty their proficiency in the course of study and their ability to teach and manage a class.

RULE 8. In the appointment to positions in the Public Schools, graduates of the Normal Class shall have priority over all other applicants not previously engaged in teaching in the Public Schools of this city, or who have not had at least two years' experience in teaching elsewhere.

RULE 9. A list of graduates of the Normal Class shall be furnished to each of the Trustees, and for all substitutes needed they shall have priority of appointment.

RULE 10. The Committee on the Normal Class shall consist of five members of the Board. It shall be the duty of the committee to visit the class at least once every month; to observe the work of the teachers and the class; to advise with the teachers concerning its welfare; and to report its condition from time to time to the Board.

NIGHT SCHOOLS.

The following report of the Committee on Night Schools was adopted by the Board:

"We recommend the opening of the Main Street School, the Third Ward School, the Tenth Ward School, and the Duncan Street School for the reception of white pupils, both male and female, and the Eastern and Main Street Colored Schools for the reception of colored pupils, both male and female; *said schools to be opened September 5 and to be closed December 20.*

The schools are to be open five nights of each week for instruction, which shall commence for females at 7:30 P. M., and close at 9:30 P. M., and for males shall commence at 7:45 P. M., and close at 9:45 P. M.

No tuition fee shall be exacted from pupils until they shall have passed twenty-five years of age."

EXAMINATION OF APPLICANTS FOR TEACHERS' CERTIFICATES.

ARTICLE VII.

Regulations Governing the English Board of Examiners.

SECTION 1.—RULE 1. The Board of Examiners of Public Schools shall consist of the Superintendent and six or more professional teachers, to be selected from time to time by the Committee on Examination and Course of Study; but no one who has been a teacher of any of the applicants during the next preceding twelve months shall be competent to act as an examiner. It shall be their duty to examine all applicants for the position of teacher in the Public Schools, in accordance with the rules furnished by said committee. The Secretary of the Board of Trustees shall act as Secretary of this Board, and the Superintendent as chairman of the same.

RULE 2. The regular meetings of the Board for examining applicants for certificates shall be held annually in June, at such time and place as the Board of Trustees shall determine.

RULE 3. The Board may grant two grades of certificates in conformity with conditions hereinafter named, and entitled, respectively, Principal's Certificates and Grammar Certificates.

RULE 4. A certificate shall not be granted unless the applicant is over eighteen years of age. When a certificate is granted it shall expire at the end of three years if the holder has not received an appointment under it. Three years' satisfactory service as a teacher or principal, as evidenced by re-appointment, shall entitle the holder of the certificate to have it so endorsed by the President and Secretary of the Board of Trustees, which endorsement shall make it a permanent certificate.

RULE 5. Applicants for a Grammar Certificate shall be examined in Spelling, and Definitions, Reading, English

Grammar, Geography, American History, Mental Arithmetic, Written Arithmetic, Penmanship, Physical Geography, Algebra, Natural Philosophy, in general fitness for the office of teacher, in the Science of Teaching, and in the Art of Teaching.

RULE 6. Applicants for a Principal's Certificate shall, in addition to the subjects named for a Grammar Certificate, be examined in Physiology and Geometry.

RULE 7. The examination shall be oral and written. Applicants shall pass the oral examination before being admitted to the written. The oral examination shall include READING, GENERAL FITNESS, ART OF TEACHING. The written examination shall include *Geography, English Grammar, Mental Arithmetic, American History, Spelling, and Definitions, Written Arithmetic, Penmanship, Science of Teaching, Physical Geography, Algebra, Natural Philosophy, Geometry, Physiology.*

RULE 8. The Superintendent shall, at proper times, convene the Board, and assign to each the subjects upon which he is to prepare questions, and at the subsequent meeting, the questions shall be read to the Board, a majority of whom shall decide by vote upon all questions to which objection shall be made.

RULE 9. The questions submitted in the written examination shall be written upon the blackboard, and at least one member of the Board of Examiners shall remain in the room while the answers are written.

RULE 10. When the questions are submitted, a time shall be announced for the examination in that subject to close, at the end of which time the papers must be placed in a box prepared to hold them.

RULE 11. Before the applicants commence work, the presiding examiner shall read to them the regulations governing applicants, and require their assent to them.

RULE 12. Certificates shall be awarded on general averages in accordance with the following conditions: A Principal's Certificate upon a general average of eighty-five per cent.; a Grammar Certificate upon a general average of sev-

enty-five per cent. ; the average in no subject to fall below sixty-five per cent.

RULE 13. The papers of applicants shall be distributed as equally as possible by the chairman among the examiners, who shall examine and mark them. Mistakes in spelling, punctuation, and in the use of Capital letters shall be noticed and marked, as also any failure to give the process in full in answer to a mathematical question. Should any paper fail to receive the required per centage to entitle the author of it to a certificate, such paper shall be re-examined by the Board, and if a mistake has been made by the examiner in marking, it shall be corrected. After this revision all marks shall be recorded, and no further changes shall be made.

RULE 14. The final decision of the Board of Examiners shall be communicated officially to the Secretary, only to whom applicants must apply for the result of the examination.

RULE 15. A record of the result of the examination of each individual, together with the examination papers of those candidates who obtain certificates, shall be preserved by the Secretary for the use of the Board of Trustees. Certificates shall be signed by the Chairman of the Board of Examiners and the Secretary of the Board of Trustees.

Regulations Governing Applicants.

SECTION 2.—RULE 1. Previous to examination, the applicant shall register with the Superintendent at his office, corner of Center and Walnut streets, his name and age, and receive from him a card, by the number of which he shall be known at the examination, and which must not be divulged to any person.

RULE 2. At the advertised hour, every applicant must be promptly on hand, take the seat assigned, and perform the work as directed, without consulting book, paper, or person, other than the presiding examiner.

RULE 3. The answers to all questions must be written in ink and numbers affixed corresponding to the questions as numbered on the board. The sentences of the applicant, in answering, must be neatly written and carefully punctuated,

and errors in spelling must be avoided. The answers to mathematical questions must be accompanied by the process of solution in full.

RULE 4. After the answers in any subject have been prepared, and just previous to depositing the paper, the applicant must place his number at the head of each page of the written work. The name of the applicant must not appear.

RULE 5. The Board of Examiners shall have the power to throw out of the examination the papers of any applicant who fails to observe these regulations in all cases where the failure is not embraced under some penalty.

NOTE—The Board of Examiners will furnish applicants with slates, pencils, pens, ink and paper.

REGULATIONS GOVERNING GERMAN BOARD OF EXAMINERS.

ARTICLE VIII.

RULE 1. The Board shall consist of the Superintendent of Public Schools, the Superintendent of German, and three professional teachers, selected, from time to time, by the Committee on Examination and Course of Study. It shall be their duty to examine all applicants for the position of professor or teacher of German in the Public Schools, in accordance with the rules prescribed by the Committee on Examination and Course of Study. The Secretary of the Board of Trustees shall act as Secretary of this Board, and the Superintendent of German as Chairman of the same.

RULE 2. Applicants for certificats shall be examined in Reading, German and English Grammar, Outlines of German Literature, Translation from German into English and *vice versa*, Orthography, History, Geography, Natural History, Arithmetic, Object Teaching, and the Science and Art of Teaching.

RULE 3. The examination shall be both oral and written. The oral examination shall include Reading and Grammar, German and English, Translations from German into English and *vice versa*, General Fitness, Art of Teaching. The *written examination* shall include Grammar in German and in

English, Outlines of German Literature, Translation from German into English and *vice versa*, Orthography, History, Geography, Natural History, Arithmetic, Object Teaching, and the Science and Art of Teaching. The Applicant shall also be required to give an exhibition of his skill in teaching in the presentation of a selected subject to a class of pupils.

RULE 4. The rules pertaining to the regular meetings of the Board, the grades of certificates granted, the percentage of questions to be answered to entitle the applicant to a certificate, excepting that in the English Branches sixty-five per cent. shall be required; the conditions on which the certificates shall be made permanent and on which they shall expire, and the age of the applicant, shall be the same as those regulating the English Board of Examiners.

RULE 5. Teachers' certificates shall be signed by the Chairman of the Board of Examiners and the Secretary of the Board of Trustees.

COURSE IN GRAMMAR--1888-89.

DIRECTIONS TO TEACHERS.

The prime intention of a technical course in Grammar is to teach—

I. The sense-analysis of simple sentences in order to discover—

(1.) The units of the sentence, viz: words, phrases, and clauses.

Illustration: *The boy who does his duty will gain the respect of his acquaintances.*

Clause: "Who does his duty;"

Phrase: "Of his acquaintances;"

Words: "The—boy—will gain—the—respect."

(2.) The uses of words in the construction of sentences.

Illustration: Write a word that is the name of something:—
Tree.

Use with it a word telling some *quality* of the tree: *Branching* tree.

Use a word pointing out *which* branching tree: *That* branching tree.

Use a word which says something *about* the tree; That branching tree *stands*.

Use a word or words telling *where* it stands: That branching tree stands *in the yard*.

Many, if not all, the pupils should be called upon for the name to be used as the subject.

After selecting one of them, try to obtain as many qualifying or describing words as you can, encouraging the weaker pupils to answer. Do the same with other words or units of the sentence.

Example:

The	black	} horses	galloped	rapidly.
Those	fast		ran	away.
Two	beautiful		drew	the chariot.
Many	wild		live	on the plains.
Those	gentle		belong	to Mr. Jones.
Some	gay		prance	along the road.
All	tame		are loved	by their owners.

The next step: Write a sentence and question on it, as follows:

The beautiful flower grows on the plant.

CLASSIFICATION.

How is the word <i>flower</i> used?	{	Noun.
Answer—As the name of 'an object.		
How is the word <i>beautiful</i> ?	{	Adjective.
Ans.—To show quality.		
How the word <i>the</i> ?	{	Adjective.
Ans.—To point which one. .		
How the word <i>grows</i> ?	{	Verb.
Ans.—To affirm something.		
How the word <i>on</i> ?	{	Preposition.
Ans.—With plant, to tell where.		
How the word <i>plant</i> ?	{	Noun.
Ans.—The name of an object.		

II. The classification of words as parts of speech, viz:

Their classification made by respecting their use in the sentence—noun, pronoun, etc.

III. The inflectional and modified forms of words as found in etymology.

All new forms should be taught through their use in sentences. Teach as much as possible by comparison, so that the pupils themselves may deduce the rule if possible.

Example: One sentence containing a noun in the nominative form, and three or four sentences containing the noun in the possessive form, will enable many pupils to discover the general rule for forming the possessive inflection of nouns. So with comparison of adjectives and other modifications.

The exercises in the Grammar should be used first, and by analysis, the pupils will observe the new inflectional forms, and then is the time to study such forms. Then is the time the pupils should be led to examine the text in order to find the explanation. By this means, they will be apt to remember the text and will be developed in power and independence.

In the Third Grade course, only the essential questions of technical Grammar have been required, but a full use of the exercises must be made, so that the pupils may be able to use, in original sentences, all the inflectional forms contained in the course, while but few questions on definitions are given.

Still the pupils should be encouraged to refer to the text for its explanation on all points or examples, and by that means, learn how to use the book as an authority on grammatical questions, rather than a mere mass of matter to be learned as a task.

GRAMMAR COURSE—THIRD GRADE.

Butler's Grammar.

Use all exercises consistent with this course, except exercises in false syntax, and correct all errors made by the pupils in the school room.

Page 23: Of what does etymology treat? Into how many classes are words divided? What are the parts of speech called? What is a noun?

Page 24: What is a proper noun? What is a common noun?

Page 26: What belongs to nouns? What is number? How many numbers? What does the single number denote? What does the plural number denote?

Page 27: What is the regular mode of forming the plural? When is *es* added? How do nouns in *o* form the plural? How do nouns in *y* form the plural? How do nouns in *f* and *fe* form the plural? What is the plural of child, etc.

Page 31: What is gender? How many genders? What nouns are of the masculine gender? Of the feminine gender? Of the common gender? Of the neuter gender.

Page 35: What is case? When is a noun in the nominative case? What is the subject of a verb? How may it usually be known? When is a noun said to be in the nominative case independent?

Page 36: When is a noun in the possessive case? How is the possessive case formed in the singular? How is the plural? How is the possessive case plural formed, when the nominative plural does not end in *s*? When is the possessive singular formed by adding the apostrophe alone, to the nominative? When is a noun in the objective case?

Page 37: How may the object generally be known? When

is a noun said to be of the first person? Of the second person? Of the third?

Page 39: What is parsing? How do you parse a noun?

Model: *John wrote a letter.*

John is a proper noun, singular number, third person, nominative case, subject to the verb *wrote*. *Rule:* The subject of a finite verb must be in the nominative case.

When a noun is not the subject of a verb, the number and person of the noun must not be required. Omit gender in parsing.

Page 40: What is an adjective? How many classes of adjectives? What do qualifying adjectives express? What is a limiting adjective?

Page 43: How are the comparative and superlative forms of the adjective regularly formed? In what other way may the same meaning be expressed? Compare *good*, *bad*, etc. What is the usual way when adjectives consist of more than one syllable?

Page 44: Before what words is *a* used? *An?*

Parse adjective according to model in the grammar, rule to be given.

Page 48: What is a pronoun? (Definition in Butler's former grammar.) A pronoun is a word used instead of a noun.

Page 49: Into how many classes are pronouns divided? Name them. What words are called personal pronouns? Why? Decline *I*, *thou*.

Page 50: Decline *he*, *she*, *it*. What are compound personal pronouns? Name them.

Page 51: What is a relative pronoun? What words are called relative pronouns? To what is *who* applied? *Which?* *That?* How is *what* used?

Page 52: When is *that* a relative? Decline the relative pronouns.

Page 56: What is an interrogative pronoun?

Page 59: Parse pronouns according to model given.

Pronouns { Kind, } Rule.
 { Case, }

Page 60: What is a verb? What is the subject of a verb? What is a transitive verb? What an intransitive verb?

Page 63: When is a verb regular? When is a verb irregular?

Page 64: When is a verb in the active voice? When is a verb in the passive voice?

Page 65: Exercises.

Page 66: What are moods? How many moods? Name them? How is the indicative mood used? The imperative? What is said of the infinitive mood?

Page 71: Parse *may*, *can*, etc., as defective verbs and the infinitive as depending on them.

Page 74: Exercises.

Page 78: Exercises.

Page 79: Exercises. How many tenses has the indicative mood?

Page 84: What is conjugation?

Page 85: Conjugate the verb *to love* in the indicative and infinitive and imperative moods, both voices. Omit the less usual forms of the imperative mood.

Page 87: Conjugate *to be*, omitting the participles. Teach the principal parts of the verbs, *be*, *break*, *catch*, *choose*, *do*, *give*, *go*, *have*, *lay*, *lie*, *say*, *see*, *set*, *sit*, *speak*, *take*, *tear*, *throw*, *wear*, *write*. Conjugate these verbs and use the various forms in sentences.

Page 117: Parse a verb as transitive or intransitive, mood, tense, number, and person. Rule.

The infinitives are to be parsed as in Butler's *old Grammar* (unrevised).

Page 120: What is a preposition? What is an adjunct? Give an example in which the same word has more than one adjunct.

Page 122: Teach the prepositions in sentences.

Page 123: Teach words named in remark third as prepositions.

Parse—model in the book.

Pages 131 and 132: Teach first four classes of adverbs in sentences.

Page 137: Are adverbs ever compared? How is *badly* or *ill* compared? *little*, *far*, *much*? How is *well* compared? What are *more* and *most* when they modify adverbs?

Parsing, except conjunctive adverbs. Model in the text book.

Page 138: All the questions.

Page 142: Parsing exercises. What is an interjection?

Page 143: Parsing, model in text-book and the exercises.

Page 144: Exercises.

Analysis.

Analyze easy simple sentences, in which the nouns, verbs, adjectives, and adverbs may be modified as follows:

Noun 1. By a noun (or pronoun) in possessive case.

2. By an adjunct.

3. By an adjective.

Verb 1. By a noun in the objective case.

2. By a predicate adjective.

3. By an adjunct.

4. By an adverb.

Adjective 1. By an adjunct.

2. By an adverb.

Adverb 1. By another adverb.

Construct sentences, using these modifications and in accordance with the general principles given.

SECOND GRADE.

Use all exercises to which the course applies, except those of false syntax.

Review Third Grade Course, and in addition learn the following:

From what are the principles derived?

Of what does orthography treat?

What is a letter? How many letters are the English alphabet? Into what two classes are letters divided?

What is a vowel? What is a consonant? Name the vowels.

When are *w* and *y* consonants?

What is a syllable? What is a word? What is a word of one syllable called? Of two syllables? Of three syllables? What is a compound word?

Page 24: What is a collective noun?

Page 28: How do compounds form the plural? What is said of man-servant?

Page 29: When do proper nouns take a plural form? What takes place when a title is joined with a proper noun in the plural? When does the title take the plural form?

Page 30: How is the plural of mere characters formed?

Page 36: Where is the sign of the possessive case placed in compound words?

Page 40: What are proper adjectives?

Page 42: What is comparison? How many degrees?

Page 45: Why is *an* used before *hour*? Why is *a* used before *university*?

Page 50: How are the two forms of the possessive case used? How are compound personal pronouns used?

Page 53: What relative is never used except when the antecedent is omitted? When the antecedent is expressed, what relative is used in the place of *what*?

Page 55: What are compound relative pronouns? How are they used?

Page 63: What is a defective verb? What is an auxiliary verb?

Page 64: What properties belong to verbs? How may a sentence in the active voice be changed so as to convey the same meaning with the verb in the passive voice?

Page 66: What is said of the participle?

Page 68: What is a participial noun? How may it be modified?

Page 72: What are tenses? How many divisions of time?

Page 73: Name the tenses. Of what are the perfect tenses composed?

Page 74: What does the present tense express? What does the past tense express? What does the future tense express?

Page 79: How many tenses has the indicative mood? The imperative mood? The infinitive mood?

Page 80: How many forms has the participle?

Page 84: What is conjugation?

Page 85: What are the principal parts of a verb?

Page 85: Learn the conjugation of the verb *to love*, active

voice, in all the moods, etc. In the imperative omit the less usual form.

Page 87: Learn the conjugation of the verb *to be*, in full. Omit the less usual forms of the imperative.

Page 89: How is the passive voice formed? Learn conjugation of the verb *to love* in full in the passive voice. Omit the less usual form of imperative.

Page 95: What is an irregular verb. Learn the following irregular verbs: *Arise, become, begin, bring, buy, cling, come, draw, drink, eat, feel, fly, freeze, grow, hold, lose, make, meet, read, ride, rise, run, shake, shoot, stay, speak, spin, stand, steal, teach, think, tell.*

Page 103: What are defective verbs?

Page 104: What are auxiliary verbs?

Page 121: Give an example in which a participial noun is used after a preposition.

Page 123: Teach remark third.

Page 132: Explain fifth, sixth, and seventh classes of adverbs in sentences.

Page 135: What is a conjunctive adverb? What does a conjunctive adverb modify?

Page 137: Exercises containing conjunctive adverbs.

Page 137: What is a co-ordinative conjunction? What is a sub-ordinative conjunction?

Syntax.

Page 145: All the questions.

Page 147: All the questions.

Page 150: How is *there* often used?

Page 152: All the questions.

Page 153: All the questions.

Page 154: Exercises first and second paragraphs. What is the first way in which a noun may be modified? Second? Third? Fourth? Fifth? Sixth? What is the first way in which a verb may be modified? Second? Third? Fourth? Fifth? Sixth? Seventh? What is the first way in which an adjective may be modified? Second? Third? How may an adverb be modified?

Pages 156, 157, 158, 159: Exercises.

Page 159: All the questions. Definition of a complex sentence.

Page 190: What is a compound sentence! What is the first way in which a proposition may perform the office of a noun? Second? Omit such expressions as "I believe him to be honest." What is the fifth way? When may a proposition perform the office of an adjective?

Page 163: All the questions.

Analysis.

Analyse easy complex and compound sentences in which the subordinate proposition is used as an adjective, adverb or a noun.

Adverb propositions introduced by conjunctive adverbs.

Noun propositions used as subjects or objects of transitive verbs or prepositions.

Construction of sentences in accordance with their modifications.

All ungrammatical expressions in oral and written work to be corrected by the teachers as occasion may require, but no special exercise to be given in false syntax.

Rules of Syntax.

Learn all the Rules.

Such remarks as are referred to in the syllabus are not to be memorized, but are to be used for reference or illustration in the exercises.

Page 182: What is said of such sentences as "*It is I.*"

Page 184: When is a noun said to be used independently? What participles are sometimes omitted?

Page 187: Give some examples in which the modified noun is omitted. Mention the pronoun with which the modified noun is omitted. Do pronouns take the apostrophe?

Page 192: What beside nouns may be objects of transitive verbs? How may some verbs usually intransitive become transitive?

Page 193: Explain "He gave me a book."

Page 195: What preposition has sometimes the infinitive for its object?

Page 204: Give examples of some prepositions objects of prepositions.

Page 207: What is said of the persons and numbers of verbs and nouns connected with *each*, *every*, *either* and *neither*? What is said of *no* joined to two or more singular nouns?

Page 208: To what do *this* and *that* belong? *These* and *those*?

Page 214: Explain "James and Edwin are studious boys." "Each book and each paper is kept in its place."

Page 215: What plural pronoun represents *you*, *I*, etc. Explain "John or James was here." Explain "Either thou or I am concerned."

Page 220: Parse infinitives in Butler's unrevised grammar.

Page 228: Give the rule for prepositions.

Page 232: Give the rule for adverbs.

Page 236: Give the rule for conjunctions.

Page 239: Give the rule for interjections.

Construct sentences illustrating all forms and uses of words in this course.

FIRST GRADE.

Review Grades Third and Second. Take all exercises throughout the grammar except in the correction of errors. Especial attention must be given to errors made by the pupils in their oral and written exercises. Learn the answers to the selected questions to page 178. Learn the rules of syntax except Rule 10; substitute Rule 12 of the unrevised edition. Under the rules of syntax such questions as are designated refer to remarks not to be memorized, but to be read in class and illustrated in sentences.

The Fifth Reader is recommended for exercises in parsing and analysis.

Page 27: The remarks about the plural forms beginning with *Kine* are to be read in class. List of foreign words not to be memorized.

Page 52: Is the antecedent of the relative pronoun always expressed?

Page 95: Learn list of irregular verbs.

Page 122: Give an example of a proposition the object of a preposition. An adverb, an adjunct.

Page 160: All the questions.

Page 162: What is the second way a proposition may perform the office of an adjective? Under adjunct propositions, the subordinate propositions in first, second, third, fourth, and fifth paragraphs are to be considered as adverb propositions connected to modified word by the subordinate conjunction, or noun propositions objects of a preposition understood.

Page 163: All the questions. Exercises with open book.

Page 164: Exercises with open book.

Page 165: Exercises with open book.

Page 166: All the questions.

Page 167: All the questions.

Page 178: All the rules except Rule 10.

Page 187: Fifth and sixth remarks explained in sentences.

Page 188: Second and third remarks explained in sentences.

Page 189: Second, third, and fourth remarks explained in sentences.

Page 192: What is said of *it*?

Page 193: First and third remarks.

Page 196: First, second, and third remarks.

Page 197: All.

Page 204: First five remarks.

Page 209: Third and fifth.

Page 110: Second, fourth, and fifth.

Page 214: Explain "A hue and cry was raised," and the last remark.

Page 215: First and second remarks.

Page 216: First and last.

Page 220: Parse infinitive according to Butler's unrevised grammar.

Page 233: Seventh and eighth remarks.

Page 237: First and third remarks.

The construction of sentences according to the modifications on pages 154, 155, etc. is to be considered as important as the analysis.

Use Butler's Fifth Reader, or any other suitable book, for parsing and analysis.

See directions for parsing, Third and Second Grades.

General Directions.

[Extracts from the Report of the Committee on Examination and Course of Study.]

1. Each child shall be required to construct sentences containing the words of the spelling lessons. Examinations shall conform therewith.

2. Geography must be taught objectively as far as possible.

3. The drawing and exercise books in Secondary and Primary Schools, and the drawing books in Intermediate Schools will be examined by the teacher appointed to examine in other subjects at the annual examination. Marks in drawing will be considered in the transfer of pupils to higher grades.

4. Attention must be paid to mental work in arithmetic. Oral examinations in mental arithmetic shall be held in February and May, the result of which shall be reported to the Superintendent. No other examinations in this subject will be held.

5. The formation of capital letters shall be taught in the Eighth Grade.

6. The questions in the Mickleborough and Long Series which refer to pictures in McGuffey's Readers must be so modified as to apply to selected pictures in Butler's Readers.

7. The composition exercises required in the Stickney series need not be written in the books, but may be written on slates or extra paper.

NOTE.—The Mickleborough and Long Series is intended for the use of the teacher. Pupils must not be required to buy these books.

COURSE OF STUDY OF THE FEMALE HIGH SCHOOL 1888-89.

CLASS.	PSYCHOLOGY AND LOGIC.	ENGLISH LANGUAGE AND LITERATURE.	LATIN.	MATHEMATICS.	NATURAL SCIENCES.	GERMAN.	DRAWING.*	MUSIC.
FIRST YEAR.		English Literature—Chittenden. Reading—Riverside Literature Series, etc. History—Sheldon's General History.		Robinson's University Algebra.	Botany.		White's Free-hand Drawing Book 5. White's Model and Object Book A. (See Text-book of Science and Art of Model and Object Drawing.)	First Normal Music Reader (Once a week)
SECOND YEAR.		Rhetoric—Boyd's, supplemented by study of style through selections made by the Pupils. Composition: Reading—Scott's Poems, Longfellow's Poems. Delsarte System Physical Culture.	First Year in Latin—Harkness. Caesar's Commentaries—Harkness.	Robinson's University Algebra.	Botany, 5 months. Chemistry, 5 months. Cooley's.	Ahn's German Method Andersen's Märchen. Reader—Studien und Plaudereien.	Same as First Year Class.	Second Normal Music Reader. (Once a week)
JUNIOR.		Rhetoric applied in written essays and composition of various styles, and discussion of technical points. Reading—Shakespeare, Hudson's School Edition—Richard III, Macbeth, Delsarte System of Gesture. English Literature—Shaw's New History (revised). Supplemented by English Classics, selected by Principal and Teacher.	Grammar—Harkness. Caesar. Harkness. Virgil. Harkness.	Wentworth's Plane and Solid Geometry.	Physiology, 7 months. Walker's. Botany, 3 months.	Ahn's German Method Andersen's Märchen German and English Conversation, by Whitcomb and Odo. Supplemented by Studien und Plaudereien.	Same as First Year Class.	
SENIOR.	Psychology—Haven's. Logic—Jevon's.	Reading—Cunmook's choice Readings, Gray's Translation of Dante's Divine Comedy. Literary abstracts and original compositions. English Classics—Selected by Principal and Teacher. Etymology and Synonyms.	Grammar—Harkness. Virgil. Harkness. Prose Composition—Arnold.	Wentworth's Solid Geometry and Trigonometry.	Physics—Gage's Elements of Physics.	Ahn's German Method. German and English Conversation. Lessing's Minna Von Barnheim. Schiller's Wm Tell.	White's Drawing Book No. 5. White's Drawing Book No. 12. Each pupil to draw one design in color before the year closes. Make one object with shade.	

* White's Revised Edition.

COURSE OF STUDY OF THE MALE HIGH SCHOOL, 1888-89.

YEAR.	PSYCHOLOGY, LOGIC, PRACTICAL SCIENCE.	ENGLISH LANGUAGE AND LITERATURE.	LATIN.	GREEK.	MATHEMATICS.	NATURAL SCIENCE.	GERMAN LANGUAGE AND LITERATURE.
FRESHMAN.		Hill's Elements of Rhetoric and Composition. Ayer's Oratorical. Select Readings in Milton. Riverside Literature Series.	Gildersleeve's Grammar. Bunt's Reader or Jones' First Les- sons.	Goodwin's Grammar to p. 108. Leighton's Lessons, I.—XXXIII.	Wentworth's Complete Algebra	Hutchinson's Physiology.	German by Practice. (Whitney—Klemm.)
SOPHOMORE.		Hale's Longer English Poems. Brooke's Primer of Literature Essays. Riverside Literature Series.	Gildersleeve's Reader. Sallust, Caesar. Exercises History of Rome.	Grammar, pp. 104- 180 and 101 to 243. Lessons — XXXIII.— LXII. Anabasis.	Wentworth's Algebra Olney's Plane and Solid Geometry.	Gillett and Rolfe's Natural Philosophy, Eliot and Storer's Chemistry.	German by Practice (Whitney—Klemm.) Elementary German Reader. (Whitney—Klemm.)
JUNIOR.		Lounsbury's History of the English Language. Riverside Literature Series. Morris's Chaucer's Prologue and Knight's Tale. Rolfe's Shakespeare (The Tempest). Essays on Shakes- peare and his works.	Virgil, Æneid. Cicero's Orations. History of Rome. Exercises.	Grammar, moods and tenses. Memorabilia, Herodotus, Homer's Illiad, Exercises. Smith's History of Greece.	Olney's Geometry Completed. Olney's Trigonometry and Surveying.	Chemistry Completed. Eliot and Storer's Qualitative Analysis. Laboratory Practice.	Grammar and Exercises, (Sheildon—Otto.) Colloquial Exercises and Reader, (Deutsch). Conversation. (Whitcomb—Otto.)
SENIOR.	Hill's Jevon's Ele- ments of Logic. Porter's Intellectual Philosophy. Townsend's Shorter Course in Civil Gov- ernment.	Critical Readings in English Authors. Riverside Literature Series. Studies in the Prose and Poetry of Oliver Wendell Holmes Essays on Life and Works of Holmes.	Horace. Cicero's Moral Treatises. Livy, or Tacitus. Exercises.	Homer, Alceas. Plato's Apology Leighton's Addition- al Exercises. Veitch's Greek Verbs. Greek History and Literature.	Loomis's Astronomy. General Review and practical applications of Mathematics.	Gage's Physics. Laboratory Work and Physical Measurements. (Trowbridge.)	Grammar and Exercises. (Otto.) Conversations, (Whitcomb—Otto.) Roestengel's Reader of German Literature. Schiller's Don Carlos. Heine's Rose (Harrison) Periodical Literature. Original Compositions.

Compositions upon subjects, and of such a nature as are within the capacity of pupils, to be written as frequently as possible, not less than once a month, by the Freshman and Sophomore classes. An elective Course of three years has been established.

Freshman

COURSE OF STUDY OF THE COLORED HIGH SCHOOL 1888-89.

FIRST YEAR.	ENGLISH.	MATHEMATICS.	NATURAL SCIENCE.	LATIN.
	General History. Anderson's Part I. Composition and Rhetoric, Hart's.	Algebra—Brooks's.	Physiology—Hutchinson's. Natural Philosophy, Norton's.	Bartholomew's Grammar and Exercises.
JUNIOR YEAR.	General History. Anderson's Part II. English Literature, Shaw's.	Algebra (Completed.) Geometry—Brooks's.	Zoology—Holder's. Botany—Youman's.	Grammar. Caesar's Commentaries, Bartholomew's.
SENIOR YEAR.	American Literature. Critical Readings. Constitution U. S. Review English Language.	Solid and Spherical Geometry, Brooks's. Plane and Analytical Trigonometry—Brooks's.	Elements of Geology—Dana. Physical Geography. Astronomy—Lockyer's.	Grammar. Virgil's Æneid.

SCHOOLS OF LOUIS

GEOGRAPHY.	DRAWING.*	MUSIC.
	Drawing Book No. 1. [bought by Pupils.]	No book for Eighth Grade.
	Drawing Book No. 2.	7th and 8th Grades—Sing the scale by figures and syllables, ascending and descending, <i>and simple</i> melodies by note with a view to correctness of time, intonation and training of the voice. National Music Charts 1st series, for daily practice, and songs from Mason's First Music Reader (New Edition).
	Drawing Book No. 3 1st year; Book No. 4 2nd half year.	
	Drawing Book No. 5 1st half year; No. 6 2nd half year.	5th and 6th Grades—Sing by note simple melodies containing whole, half and quarter notes, and corresponding rests; and the scale by intervals of seconds and thirds; letters of the staff with G clef, double, triple and quadruple measures, and how to beat the same; simple exercises from the black board in two <i>parts</i> . National Music Charts, 1st series, shall be used daily. Mason's First Music Reader (New Edition).
Grade V. Barne's Elementary to page 92 inclusive. The teacher shall fully explain the optional lessons which should be read and understood, but not memorized by the pupils. Questions to be answered from the open and outline maps. Special attention shall be given to the general facts learned about section or division, printed in black type.	Drawing Book No. 7 1st half year; No. 8 2nd half year.	
Grade IV. Barne's Elementary, pages 92 to 128 inclusive. Same directions as in Grade V.	Drawing Book No. 9 1st half year; No. 10 2nd half year.	4th Grade—Sing at sight simple melodies, in the keys of C and G, with daily black board exercises, containing whole, half, quarter, eighth and dotted notes with corresponding rests; dynamical characters. Write exercises. Second Music Reader, new edition; National Music Chart, 2d series.
Grade III. Barne's complete to page 128. Read the descriptive text carefully; and the letters as suggested in Language I in Topical Geography (Model, page 48). Questions to be answered from the open and outline maps. (See Syllabus).	Drawing Book No. 11 1st half year; No. 12 2nd half year.	Third Grade—Same as fourth, with the addition of the key of F; the chromatic scale, the use of the sharp and flat, and sextuple measure. Second Music Reader, new edition; National Music Chart, 2d series, daily.
Grade II. Barne's complete to page 128. Same directions as in Grade III. (See Syllabus).	Drawing Book No. 13 1st half year; No. 14 2nd half year.	Principles of transposition—read exercises in keys of C, G, D, F and B flat, sing exercises in the F Clef, with writing exercises and review of previous grades. Third Music Reader, new edition; National Music Chart, 2d series.
Geikie's Physical Geography. (Science Primer Series).	Drawing Book No. 15 1st half year; No. 16 2nd half year.	Same as the 2d, with keys of A, E, E flat, A flat, the minor scale, and exercises in the same. Technical terms. National Music Chart, 3d series. Third Music Reader, new edition; National Music Chart, 2d series.

ation, enunciation, and pronunciation of the pupils about the subject matter of the
 must be recited in the language
 ses.

German Course.--1888-89.

GRADE VIII.

Joint Classes.

Reading—From charts, writing and reading German Script, with small letters, according to the, "Fibel."

Slate Writing—Exercises on the blackboard and slate, in drawing straight and curved lines, forms, etc., and writing small letters. 2

Object Lessons—The object lessons in this and the next higher grade shall be arranged with regard to the difficulty of the sentences to be used. They should begin with the simplest and easiest form of sentences and gradually advance to the more difficult forms in the following order, viz: Names of objects in the school room, dwelling-house, sitting-room, kitchen, cellar, stable, cage, yard, garden, field, river, woods. Number of objects; their parts; resemblance and difference among these objects, as position, form, size, use, color, material.

Language—Cultivation of observation and the use of correct language are the main points here. Every answer should be given in a complete sentence. In the daily conversation a strict attention must be paid to a proper pronunciation.

Translation—Oral translation of easy sentences from object lessons.

GRADE VII.

Joint Classes.

Reading—The pupils shall read the first forty pages of the "Fibel."

Slate Writing—The pupils shall write on their slates easy sentences, according to the order of the "Fibel." Words, whose orthography is too difficult for the pupils of this grade, should be avoided in the written exercises.

Object Lessons—Names, parts, actions and qualities of the human body. Domestic animals, work performed by them.

Food of men ; of animals ; where obtained ; how prepared. Clothes : dress, coat, cloak, hat, boot, apron, shirt, stocking, shoe, jacket,—compared with the clothing of animals. Lessons in good behaviour should be given daily. These lessons should consist of stories and incidents narrated by the teacher ; each one shall tend to impress upon the child some moral truth.

General Review—Oral description of any of the above objects.

Language—As in the preceding grades. American pupils must constantly practice speaking German.

Translation—As in the preceding grade. The teacher must speak German and use the English language as a medium only.

GRADE VI.

Joint Classes.

Object Lessons—The family : father, mother, brothers, sisters, grandfather, grandmother. Division of labor : nursing, illness. City : streets, neighborhood, private and public buildings. Trade : occupations of men, mechanics, merchants, officers, teachers, farmers.

Short stories and poems such as have an instructive and moral tendency.

Reading—The "Fibel" completed. Four poems, selected by the teacher, to be memorized.

Writing—Potter's Copy Book No. 2.

Orthography—Analysis of words by sound and by letters. Writing of short sentences at dictation. Frequent copying from the reader.

Language—Pupils shall be required to use correctly the capitals and the period, singular and plural of nouns, correct use of the gender. Use of the period, the interrogation point and the exclamation point.

Translation—Oral translation of easy parts of English Reader into German and German Reader into English.

In the daily conversation a strict attention must be paid to proper pronunciation. All questions ought to be clear and concise : neither a long nor an indefinite question should be presented.

GRADE V.

Joint Classes.

Object Lessons—Animals : tame and wild. Plants : trees, according to their locality. Change during the year. The sky : sun, moon, stars. The weather : clouds, fog, rain, dew, snow, frost, ice, thunder, storm, hail.

Reading—Second Reader to page 60. Reading pieces selected by the teachers. Second part of the book omitted. Four poems selected by the teacher to be memorized. Distinct accentuation, natural emphasis, questions on reading matter, with training of the language.

Writing—Krone's copybook No. 3.

Orthography—As in the preceding grades. Dictation and copying from the Reader.

Language—Formation and writing of sentences, with reference to what the objects do ; how, where, and what they are ; when, where, how, and why anything is done. Distinction of the subject and predicate in simple sentences. Use of the second part of the German Second Reader.

Translation—Oral and partly-written translations from German and English Readers.

GRADE IV.

Joint Classes.

Reading—Second Reader completed. Reading pieces selected by the teacher. Pupils shall be required to give an intelligent explanation of the subject matter of the lesson. Four poems selected by the teacher to be memorized and recited before the class.

Writing—Krone's Copybook No. 4.

Orthography—Exercises in copying from the Reader. Dictation, writing down from memory. Thorough correction of mistakes on the blackboard, so that all pupils of the class may profit by it.

Grammar—Oral and written analysis of simple and modified sentences. Declension of nouns with definite and indefinite articles. Use of adjectives as agreeing with nouns, pronouns, prepositions. Comparison of adjectives ; conjugation

of verbs in the present, past and future tenses, indicative mood, active voice. Compound words and their definition. Grammar must be brought into close connection with the Reader.

Composition—Short compositions about objects spoken of in their object lessons.

Translation—Oral and written translation from English and German Readers. All English exercises to be translated in writing.

GRADE III.

Joint Classes.

Reading—Through the Third Reader. Reading pieces selected by the teacher. Explanation of reading lessons as in the preceding grade. Four poems to be selected by the teacher to be memorized and recited before the class; careful attention to be paid to natural emphasis.

Writing—Krone's Copybook No. 5, and Blank-book.

Orthography—As in the preceding grades.

Grammar—Declension of nouns in connection with one or more adjectives; declension of pronouns; conjugation of verbs in all tenses, indicative mood, active voice. Use of the object of verbs, adjectives, and prepositions in the correct case. Exercises with all the prepositions. Use of numerals, conjunctions, and interjections. Compound sentences.

Composition—Reading matter; written repetition of stories told; letters, notes, bills, receipts. Poems from the Reader are to be explained in class, then committed, recited, and re-written from memory, or transposed into prose.

Translation—From English and German Readers. Translation of English and German proverbs.

GRADE II.

Joint Classes.

Reading—Literary Reader begun. Reading pieces selected by the teacher. Explanation of reading lessons. Declamation of four memorized poems.

Writing—Copybook: Krone's No. 7, and Blank-book.

Orthography—As in the preceding grades.

Grammar—Review of Fourth and Third Grades' course.
Conjugation of verbs in both voices.

Composition—Biographies, telegrams, advertisements.

Translation—From English and German Readers.

GRADE I.

Joint Classes.

Reading—Literary Reader completed. Reading pieces selected by the teacher. Explanation of the reading lessons. Declamation of four memorized poems.

Writing—Krone's Copybook No. 8, and Blank-book.

Orthography—As in the preceding grades.

Grammar—Review. In all grades Grammar must be brought in close connection with the Reader.

Composition—As in the preceding grades.

Translation—Translation of newspaper items. In all exercises in translation pupils shall be instructed about the similarities and differences of the English and German Grammar.

General Remarks.

Conversation lessons must be given each day by the teacher.

The teacher must speak German as a medium of communication exclusively.

Next Books.

GRADE I.

Reader—Literary Reader, Hailman's.

Writing—Krone's Copybook No. 8 and Blank-book.

GRADE II.

Reader—Literary Reader, Hailman's.

Writing—Krone's Copybook No. 7, and Blank-book.

GRADE III.

Reader—Third Reader, Henry Knoefel's series.

Writing—Krone's Copybook No. 5, and Blank-book.

GRADE IV.

Reader—Second Reader, Henry Knoefel's series.

Writing—Krone's Copybook No. 4.

GRADE V.

Reader—Second Reader, Henry Knoefel's series.

Writing—Krone's Copybook No. 3.

GRADE VI.

Reader—Michel's Fibel (First German Book).

GRADE VII.

Reader—Michel's Fibel (First German Book).

School Districts.

DISTRICT INTERMEDIATE SCHOOLS.

FIRST DISTRICT INTERMEDIATE SCHOOL.

Corner Market and Wenzel.

The District shall be that part of the city east of the center of Hancock street.

SECOND DISTRICT INTERMEDIATE SCHOOL.

Corner of Floyd and Chestnut.

The District shall be that part of the city between the centers of Hancock and First streets.

THIRD DISTRICT INTERMEDIATE SCHOOL.

Corner of Center and Walnut.

The District shall be that part of the city between the centers of First and Tenth streets.

FOURTH DISTRICT INTERMEDIATE SCHOOL.

Seventeenth and Madison.

This District shall be that part of the city between the centers of Tenth and Twenty-first streets, and also that portion south of Main and west of Twenty-first streets.

FIFTH DISTRICT INTERMEDIATE SCHOOL.

Corner Thirty-Fourth and High Avenue, Portland.

The District shall be that part of the city west of the western line of the Fourth Intermediate School District.

DISTRICT SECONDARY SCHOOLS.

FIRST DISTRICT SECONDARY SCHOOL AND BRANCHES.

Cabel, between Main and Washington.

The District shall be that part of the city bounded by a line commencing at the intersection of Hancock street and the river; thence south with Hancock street to Beargrass Creek; thence east with Beargrass Creek to Wenzel street; thence south with Wenzel street to Jefferson street; thence east with Jefferson street to Baxter Avenue; thence south-east with Baxter Avenue to Beargrass Creek; thence east with Beargrass Creek to the city limits; thence north-west with city limits to the river; thence west with the river to Hancock st.

Those children under eight years of age, living on the east side of Wenzel, between Main and Jefferson, and on both sides of Market between Wenzel and Johnson, and on north side of Jefferson to Railroad crossing, shall be permitted to attend the Second Ward School without permits.

OVERHILL STREET SECONDARY SCHOOL.

Overhill, between Broadway and Underhill.

The District shall be that part of the city bounded by a line commencing at the intersection of Jefferson and Wenzel sts.; thence east with Jefferson street to Baxter Avenue; thence south-east with Baxter Avenue to Beargrass Creek; thence east with Beargrass Creek to city limits; thence south-east and south-west with city limits to Beargrass Creek; thence west and north along Beargrass Creek to Broadway bridge; thence on a line with Wenzel street extended to Jefferson.

SECOND WARD SECONDARY SCHOOL.

Market, between Campbell and Wenzel.

The District shall be that part of the city bounded by a line commencing at the intersection of Wenzel and Beargrass Creek; thence with Beargrass to the center of Shelby; thence

south to the center of Main; thence west to center of Clay; thence south to center of Jefferson; thence east to center of Shelby; thence south to center of Walnut; thence east to Wenzel; thence north with Wenzel to place of beginning.

THIRD DISTRICT SECONDARY SCHOOL.

Broadway, between Clay and Shelby.

The District shall be that part of the city bounded by a line commencing at the intersection of Jackson street and the southern boundary of the city; thence running northwardly to center of Broadway; thence east to center of Hancock; thence north to center of Chestnut; thence east to center of Shelby; thence north to center of Walnut; thence east to Wenzel; thence south with Wenzel street extended to Broadway and Beargrass Creek; thence south with Beargrass Creek to the city limits; thence south and west with the city limits to the place of beginning.

FOURTH DISTRICT SECONDARY SCHOOL.

Walnut, between Hancock and Jackson.

The District shall be bounded by a line commencing at the intersection of Clay and Market streets; running thence to the center of Preston; thence south to center of Broadway; thence east to center of Hancock; thence north to center of Chestnut; thence east to center of Shelby; thence north to center of Jefferson; thence west to center of Clay; thence north to center of Market.

MAIN STREET DISTRICT SECONDARY SCHOOL.

Main, between Jackson and Hancock.

The District shall be bounded by a line commencing at the intersection of the river and Hancock street; thence with Hancock to Beargrass Creek; thence east with Beargrass Creek to center of Shelby; thence south with Shelby to center of Main; thence west with Main to center of Clay; thence south with Clay to Center of Market; thence west with Market to center of First; thence north with First to river; thence with river to place of beginning.

FIFTH DISTRICT SECONDARY SCHOOL.

Corner Floyd and Chestnut.

The District shall be that part of the city west of the western line of Third and Fourth Secondary School Districts, and east of a line commencing at the center of First and Main; running thence south to the city limits.

KENTUCKY STREET SECONDARY SCHOOL.

Kentucky, between First and Brook.

This school is placed under the joint supervision and jurisdiction of the trustees from the Fifth and Sixth Wards.

SIXTH DISTRICT SECONDARY SCHOOL

Gray, between First and Second.

The District shall be that part of the city between First and Third streets.

SEVENTH DISTRICT SECONDARY SCHOOL.

Corner Fifth and York Streets.

The District shall be that part of the city between Third and Seventh streets lying south of Chestnut.

EIGHTH DISTRICT SECONDARY SCHOOL.

Corner Walnut and Ninth.

The District shall be that part of the city between Third and Seventh streets lying north of Chestnut.

NINTH DISTRICT SECONDARY SCHOOL.

Corner Ninth and Magazine.

The District shall be that part of the city west of the western line of the Seventh and Eighth Secondary School Districts, and east of Tenth, from the canal to the center of Chestnut; thence with Chestnut to the Center of Twelfth; thence with Twelfth to Broadway; thence with Broadway to Fourteenth; thence with Fourteenth to the city limits, the southern boundary of the city, excepting that part assigned to the Tenth Ward Branch School.

TENTH DISTRICT SECONDARY SCHOOL.

Corner Thirteenth and Green.

The District shall be that part of the city west of the western line of the Ninth Secondary District, and east of the line commencing at the corner of Fourteenth and the canal, running thence south to the center of Main street, thence southwest to the center of Fifteenth and Market streets; thence south to Walnut street; thence south-east to the center of Madison and Fourteenth streets, and south to city limits, excepting that part assigned to the Thirteenth Street School.

THIRTEENTH STREET SECONDARY SCHOOL.

Thirteenth, near Maple.

The District shall commence at Twelfth and Magazine, and run thence with Magazine to Fourteenth; out Fourteenth to city limits; thence east to Tenth, in Tenth to Maple; thence west to Twelfth, in Twelfth to Magazine.

DUNCAN STREET SCHOOL.

Seventeenth and Duncan.

The District shall be that part of the Eleventh Ward west of the western line of the Tenth Secondary District, and north of Jefferson street.

MADISON STREET (DISTRICT SECONDARY) SCHOOL.

Madison and Seventeenth.

The District shall be that part of the Eleventh Ward west of the western line of the Tenth Secondary District, and between Jefferson and Broadway.

CALIFORNIA SECONDARY SCHOOL.

Corner Seventeenth and Kentucky.

The District shall be that part of the Eleventh Ward south of Broadway.

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